PURPOSE: To explain the structure for Peer Health Education student organization.

POLICY: The Peer Health Education student organization is dedicated to educating fellow peers and the KU community on a variety of health and wellness topics. Through presentations, peer involvement, and awareness events, the goal is to increase personal responsibility, establish life-long healthy habits, and help ensure the health and well-being of KU students. Peer Health Education is a registered student organization through the Student Involvement and Leadership Center and, therefore, is open to all interested students on a volunteer basis.

PROCEDURE:
Listed below is the organizational structure for Peer Health Education and roles of the volunteers.

1. Organizational Structure
   1.1. Advisor is a full-time professional staff member that supervises all members of the program and oversees all training, activities, etc.
   1.2. President coordinates all training, activities, etc. and is the official representative of organization.
   1.3. Vice President assists the President.
   1.4. Secretary/Treasurer records minutes at meetings and maintains funds, if available.
   1.5. Peer Health Educators are vital to the program and participate in a variety of ways as requested.

2. Communication
   2.1. Meetings will be held at a minimum of twice per semester. All members of Peer Health Education must be in attendance. The purpose of the meeting is to disseminate information about upcoming presentations, programs, and other activities. While meetings are not intended to be the only means of communication, they provide opportunities to interact with one another and to develop as a team. Additional meetings will be scheduled as needed in order to facilitate event planning, additional training, etc.
   2.2. Facebook and Twitter are used to communicate event information to Peer Health Educators. To sign-up to participate in an event, students will do so through Rock Chalk Central.
3. Office Elections

3.1 Election for officers will take place during the last meeting of the academic school year. Newly elected officers will assume their roles beginning with the commencement of the fall semester.

REFERENCE: This document is on file with the KU Policy Library.