



## Student Activities Board

### SAB Chair Position Description

#### **Mission Statement:**

Promoting a safe and welcoming environment for MSUB's community by hosting exciting and engaging events. SAB is an inclusive platform of opportunities to build upon leadership values within a family-like structure.

#### **Purpose of Position:**

The Student Activities Board Chair serves as the head of the board and is responsible for its daily operations, finances, and overall direction.

#### **Qualifications:**

This is a student position; to be eligible for employment you must be a full time student in good academic and student conduct standing with a GPA of 2.5 or above; have the ability to learn quickly; work both independently and with a group; complete tasks in the allotted time; be capable of handling emergencies in a calm and rational manner. Prior experience on the Student Activities Board is preferred. In addition, you must be able to perform the duties of the position listed below.

**Compensation:** A stipend of \$4860 distributed over the academic year. An additional \$432 is available for summer compensation.

**Hours:** The SAB Chair must report 10 hours per week during the regular academic year (3 hours/week during summer). The SAB Chair will be responsible for attending all events and working the hours necessary to execute them.

#### **Duties:**

##### ***Event/Program Planning***

- Design, execute, attend, and direct all Student Activities Board Events and programs throughout the academic year according to what the Student Activities Board decides.
- Assist with all events that are supported or sponsored by the board.
- Assist with and direct set up and take down rooms to specification of conference or event. This may include but is not limited to: moving tables, chairs and other equipment, setting up AV equipment, etc.



- Have basic knowledge of Audio Visual Equipment such as TV/VCR, projectors, microphones, etc.
- Follow proper equipment check out/check in procedures in order to keep an accurate equipment inventory of SAB property.
- Coordinates with other student organizations or departments on partnered programs.
- Ensures that all events and programs are assessed and evaluated through evaluations, comments, and data tracking.
- Schedules program and event planning sessions with the full board
- Makes decisions related to attending the National Association of Campus Activities (NACA) conferences.
- Leads teambuilders and activities to promote a positive culture within SAB.

### ***Administrative Duties***

- Schedule meetings and set agendas for the Student Activities Board at least once per week during the academic year- and calls special meetings as necessary.
- Regularly reports Student Activities Board progress to the ASMSUB Senate.
- Recruits and retains members of the Student Activities Board.
- Table and promote the Student Activities Board and its events as needed.
- Utilizes basic computer programs.
- Files and signs paperwork as necessary.
- Makes signage and promotional materials and assign these duties to board members.
- Works cooperatively with Center for Engagement Staff, Catering, Custodians, Student Organizations, and other offices.
- Maintains office organization.
- Represents SAB on various campus committees.
- Regularly holds office hours. (Also Checks offices hours of other executive members)
- Plans and coordinates a training retreat for new and returning members
- Proposes bylaw changes to the ASMSUB Senate for consideration as necessary
- Serves as the official spokesperson of the Student Activities Board
- Make executive decisions on behalf of the entire board when membership is unavailable to perform regular duties.
- Registers the Student Activities Board as a student organization at the start of each academic year

### ***Financial and Personnel Duties***



- Serve as a fund controller for the Student Activities Board.
- Coordinate the preparation of the budget request to ASMSUB for the fiscal year in accordance with Treasurer.
- Set the budget for each event in consultation with the Student Activities Board.
- Make purchases on behalf of the board, in consultation with the fund controllers.
- Maintains, develops, and implements contracts with agents and performers.
- Makes final process and personnel hiring decisions for SAB Executive Board members
- Delegates duties and assignments to other members
- Educates and disciplines other members of the board as necessary, in consultation with the advisor.
- Leads all interview processes for new SAB members

***Other duties as required***