



Student Activities Board

SAB Secretary Executive Board Member 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:

SAB's Secretary Executive Board Member role is to keep records of the SAB activities and meetings as well as leading event evaluation.

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 and 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, however, new members are also eligible. In addition, you must be able to perform the duties of the position listed below.

Compensation:

A stipend of \$500 per semester.

Hours:

SAB Secretary must report and attend 3 office per week at a rate of \$10 dollars per hour- up to a maximum of 50 hours per semester. SAB Executive Board Members will be responsible for attending all events and working the hours necessary to execute them properly.

Duties:

Event/Program Planning

- Conduct a detailed evaluation (of both internal SAB members and attendees) and prepare a report at the end of each event.



- Create surveys and reports about events, marketing, and the board in-general to get information on SAB's performance from general students and specific focus populations.
- 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.
- Coordinate tabling and promotional events in accordance with Marketing Executive as needed.

Administrative Duties

- Keep records of the meeting minutes and post them to the SAB website.
- Coordinate with the SAB Chair to create meeting agendas.
- Print all meeting materials for regularly scheduled meetings.
- Create and implement materials for surveys and event evaluations as necessary.
- Recommend and propose to the executive board changes for SAB and its events based on survey and evaluation data.
- Recruit and retain new members of the Student Activities Board.
- Attend all SAB meetings unless otherwise excused by the SAB Chair.
- Utilize basic computer programs.
- Compile reports and other paperwork as assigned.

Other duties as assigned