



Student Activities Board General Member Position Description & Expectations

Purpose of SAB:

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.

Who makes up SAB?

- Leadership team: a Chair, a Vice Chair, and 3 committee chairs
- 8-15 general members

Eligibility for Membership

All students must...

1. Be in good standing and enrolled at MSU Billings or City College
2. Be able to maintain a 2.50 GPA

Selection of SAB Members

All member selections will be based on the applicant's experience, enthusiasm, creativity, ability to communicate, past performance on SAB or other student organizations, and ability to work with others.

Membership Duties & Requirements

Members must...

1. Attend all SAB events unless they have notified an absence to the SAB Chair prior to the event.
2. Attend weekly meetings and participate in planning events, unless otherwise excused.
3. Perform all duties associated with event planning as directed by Executive Board, Vice Chair, and Chair person. (i.e. contacting agents and following through with contract details, promotion and marketing, facility set-up and tear down of events, event management, etc.).
4. Be able to commit to a minimum of 2 hours per week and a maximum of 5 hours when there is an event coming up during the week.

Meetings

- SAB meetings are held on a weekly basis during the academic year except for weeks with special holidays, school breaks, and when the Chair calls off a meeting.
- General meetings will be held at a set day and time, selected by the entire board.
- Special meetings can be called by the Chair as needed for event planning and committee meetings.

Resignation and Removal of Members

Any board member who misses a total of three unexcused weekly meetings and/or board events as well as not cooperate with the board will be dismissed from the board.