

## **SAA Position Descriptions for 2017-2018**

**President** (*Must have served in an Executive Board position prior to applying for the President position*)

- Chief presiding officer for all General and Executive Board meetings
- Provides leadership and guidance for all necessary aspects of the organization
- Plans the agenda for each Executive Board and General meeting
- Holds 3-4 office hours weekly (may include General and Executive Board meeting times, may vary)
- Provides assistance when needed to all other Executive Board and General Members
- With the assistance of the Advisor, approves all final decisions regarding all Student Alumni Association programs
- Serves as a mediator in conflict situations within Student Alumni Association that directly affect the productivity of Student Alumni Association
- Acts as the “Right Hand” to the Advisor and hold meetings with the Advisor as needed
- Acts as the official spokesperson of the group and liaison to the Foundation
- Handles all aspects of CASE ASAP participation
- Mandatory attendance at Executive Board meetings, General meetings, and all major events (exceptions with consent of Advisor)

### **Vice President of Communication**

- Handles all Student Alumni Association Presidential activities in the absence of the President
- Holds at least two office hours weekly (may vary)
- Records and distributes minutes of Student Alumni Association Executive Board and General meetings
- Assists with completion of CASE ASAP and award applications
- Acts as the historian for the organization and for campus traditions
- Creates consistent and effective marketing for the organization and its events
- Maintains and updates social media accounts for Student Alumni Association
- Maintains and updates the Student Alumni Association website
- Coordinates a current member and alumni e-newsletter twice a year
- Mandatory attendance at Executive Board meetings, General meetings, and Communication events (exceptions with consent of President and Advisor)
- Oversees the Communication Committee

### **Vice President of Membership**

- Holds at least 2 office hours weekly (may vary)
- Oversees all aspects of Membership and Recruitment including the rewards system
- Recognizes Student Alumni Association members’ outstanding contributions, achievements, milestones, and/or accomplishments within the organization
- Responsible for Student Alumni Association’s participation in:
  - Fall and Spring Student Involvement Fairs
  - Fall and Spring Retreats

- Holiday Party
  - Pinning Ceremony (with Vice President of Programming)
- Mandatory attendance at Executive Board meetings, General meetings, and Membership related activities (exceptions with consent of President and Advisor)
- Oversees the Membership Committee

### **Vice President of Finance**

- Holds at least two office hours weekly (may vary)
- Oversees the Care Package and Residence Hall Linens programs including, but not limited to, contacting recipients and package distribution
- Organizes all fundraising and sponsorship related activity for the organization, including Ignite
- Responsible for the creation of additional fundraising events
- Keeps records of contact information for all sponsors of all Student Alumni Association events
- Assists in the financial planning and budgeting of all Student Alumni Association events
- Makes budget available to Executive Board members and provides monthly report on financial status
- Responsible for managing reimbursements
- Mandatory attendance at Executive Board meetings, General meetings, and fundraising events (exceptions with consent of President and Advisor)
- Oversees the Finance Committee

### **Vice President of Programming**

- Holds at least 2 office hours weekly (may vary)
- Works with individual planners of programs to ensure that programs are unique and whenever possible maintain an alumni component
- Responsible for the coordination and implementation of:
  - Student Alumni Association Pinning Ceremony
  - Student Alumni Association's participation in Homecoming Week
  - Student Alumni Association's participation in the Senior Send-Off Celebration
  - Student & Alumni Trivia Night
- Mandatory attendance at Executive Board meetings, General meetings, and Programming related activity (exceptions with consent of President and Advisor)
- Oversees the Programming Committee

### **Vice President of Alumni Relations & Philanthropy**

- Holds at least two office hours weekly (may vary)
- Responsible for the coordination and implementation of:
  - LinkedIn training session for members – Fall
  - Student and Alumni Networking Night – Fall
  - One philanthropy event focused on education – Spring

- One philanthropy event focused on pride – Spring
  - Participation in CASE ASAP Student Engagement & Philanthropy Month
- Offers ideas and support to the Foundation regarding Student Alumni Association participation in Foundation events including Philanthropy Day
- Teaches and enables members to identify alumni mentors
- Maintains an active relationship with the CLAS Student Leadership Board
- Maintains contact with former Student Alumni Association members
- Mandatory attendance at Executive Board meetings, General meetings, and Alumni Relations & Philanthropy events (exceptions with consent of President and Advisor)
- Oversees the Alumni Relations & Philanthropy Committee

### **Vice President of Tradition**

- Holds at least two office hours weekly (may vary)
- Handles all Student Alumni Association Presidential activities in the absence of the President and Vice President of Communication
- Acts as the Vice President to the organization.
- Maintains knowledge of campus and Student Alumni Association traditions within the organization, as well as spreads knowledge of these throughout the campus community
- Responsible for the coordination and implementation of the annual events, including OOzeball:
  - Sponsorship (with Vice President of Finance)
  - Promotion (with Vice President of Communication)
  - Coordination with campus partners and student organizations
  - Overall execution
  - Prizes
  - Record-keeping including disposal of outdated documents and personal information
- Handles all aspects of the Traditions Ambassadors program
- Mandatory attendance at Executive Board meetings, General meetings, and Tradition related activity (exceptions with consent of President and Advisor)
- Oversees the Tradition Committee