POSITION DESCRIPTIONS

Director
- Act as a liaison between the Board and Advisor
- Serve as a resource to the Board
- Monitor use of SPB budget and overall direction of SPB
- Organize and facilitate weekly meetings for the Board
- Send weekly updates to Board members as necessary
- Interview and select Board members each November
- Plan the 9:09 Movie Series
- Manage the Movies budget
- Coordinate with Membership Chair to track attendance at movie events; report event attendance and tardies back to Membership Chair
- Serve as a point of contact for Senior Roast
- Meet 1:1 with SPB Advisor weekly
- Meet 1:1 with Board members as necessary
- Act as SPB TSPACE coordinator

Membership Chair
- Monitor attendance of Board members at weekly meetings and SPB events
- Serve to improve and maintain the morale of the Board (by celebrating birthdays, hosting themed-meetings, purchasing snacks, etc.)
- Create or revise the sign in/out document used at SPB events
- Facilitate at least 3 team-building/fun activities per semester during weekly meetings
- Hold meetings with members failing to uphold SPB attendance standards
- Develop creative ways to motivate the Board
- Present members with their “reward” as outlined by the member contract when they have gone above and beyond in attendance
- Hold members accountable to the membership contract
- Take meeting minutes and distribute to the Board if needed or as necessary

Traditions Chair
- Attend weekly SPB meetings
- Serve as a point of contact for TigerFest, Chocolate Festival, Spotlight, and Destress Fest
- Manage Traditions budget for each event
- Present important information on upcoming events at weekly meetings
- Coordinate with Public Relations chairs to determine how best to publicize events
- Delegate planning tasks to other Board members when necessary
- Meet 1:1 with Director or Advisor as necessary
- Coordinate with Membership Chair to track attendance at Traditions events; report event attendance and tardies back to Membership Chair

Revised October 2016
Assistant Traditions Chair
- Assist Traditions Chair will all Traditions related events and tasks
- Attend weekly SPB meetings
- Serve as a point of contact for TigerFest, Chocolate Festival, Spotlight, and Destress Fest
- Present important information on upcoming events at weekly meetings
- Coordinate with Public Relations chairs to determine how best to publicize events
- Delegate planning tasks to other Board members when necessary
- Meet 1:1 with Director or Advisor as necessary

Concerts Chair
- Attend weekly SPB meetings
- Coordinate the music/performance element of all SPB events
- Research potential musicians/bands to bring to campus
- Plan 1-2 concerts per year
- Manage Concerts budget(s)
- Coordinate with the Advisor to plan Welcome Week Concert
- Present important information on upcoming events at weekly meetings
- Coordinate with Public Relations chairs to determine how best to publicize events
- Delegate planning tasks to other Board members when necessary
- Meet 1:1 with Director or Advisor as necessary
- Coordinate with Membership Chair to track attendance at Concert events; report event attendance and tardies back to Membership Chair

Assistant Concerts Chair
- Assist Concerts Chair with all Concert related events and tasks
- Attend weekly SPB meetings
- Coordinate the music/performance element of all SPB events
- Research potential musicians/bands to bring to campus
- Plan 1-2 concerts per year
- Coordinate with the Advisor and Concerts Chair to plan Welcome Week Concert
- Present important information on upcoming events at weekly meetings
- Coordinate with Public Relations chairs to determine how best to publicize events
- Delegate planning tasks to other Board members when necessary
- Meet 1:1 with Director or Advisor as necessary

Entertainment Chair
- Attend weekly SPB meetings
- Research potential entertainment acts to bring to campus (comedians, hypnotists, etc.)
- Brainstorm and implement active, creative programming (painting with Picasso, trivia, karaoke, Superbowl or Academy Awards watch parties, etc.)
- Plan the entertainment event for Welcome Week
- Manage Entertainment budget for each event
- Present important information on upcoming events at weekly meetings
- Coordinate with Public Relations chairs to determine how best to publicize events
- Delegate planning tasks to other Board members when necessary
- Meet 1:1 with Director or Advisor as necessary
- Coordinate with Membership Chair to track attendance at Entertainment events; report event attendance and tardies back to Membership Chair
Assistant Entertainment Chair
- Assist Entertainment Chair with all Entertainment related events and tasks
- Attend weekly SPB meetings
- Research potential entertainment acts to bring to campus (comedians, hypnotists, etc.)
- Brainstorm and implement active, creative programming (painting with Picasso, trivia, karaoke, Superbowl or Academy Awards watch parties, etc.)
- Plan the entertainment event for Welcome Week
- Present important information on upcoming events at weekly meetings
- Coordinate with Public Relations chairs to determine how best to publicize events
- Delegate planning tasks to other Board members when necessary
- Meet 1:1 with Director or Advisor as necessary

Accountant
- Attend weekly SPB meetings
- Maintain and oversee SPB budget and prepare monthly memos for SGA
- Reconcile entries in the budget report with SPB internal budget with Advisor each month
- Maintain P-card expenses and keep related receipts for review
- Assist Advisor with any administrative purchases and receipt tracking
- Facilitate check reimbursement/payment process
- Provide the Board with updated budget information
- Help prepare the SGA budget proposal yearly in April
- Work with chairs as necessary to purchase give away items, promotional items, or purchasing needs for specific events

Public Relations Chair (Graphic Design)
- Attend weekly SPB meetings
- Design print ads, posters, flyers, shirts, etc. for advertising SPB events
- Place advertisements in the Trinitonian
- Know all of the resources available for on-campus advertising and understand advertising regulations
- Schedule meetings with Traditions, Concerts, and Entertainment Chairs to determine publicity plans for each major SPB event
- Delegate public relations tasks to the Board when necessary

Public Relations Chair (Social Media)
- Attend weekly SPB meetings
- Manage daily and/or weekly SPB advertising on LeeRoy
- Hang posters and distribute table tents/flyers in Mabee, Coates, and the library
- Responsible for promotions with yard signs
- Manage SPB Facebook, Twitter, and Instagram accounts
- Know all of the resources available for on-campus advertising and understand advertising regulations
- Schedule meetings with Traditions, Concerts, and Entertainment Chairs to determine publicity plans for each major SPB event
- Delegate public relations tasks to the Board when necessary