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
- Respond to organization emails
- 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 (which includes approximately 4 movies per semester)
- 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, Destress Fest
- Manage Traditions budget
- 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

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, Destress Fest
• Manage Traditions budget
• 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

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 semester
• Manage Concerts budget
• 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

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 semester
• Manage Concerts budget
• 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

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
• 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

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
• Manage Entertainment budget
• 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

Accountant
• Attend weekly SPB meetings
• Maintain and oversee SPB budget and prepare monthly memos for ASR
• Reconcile entries in the budget report with budget 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
• Work with chairs as necessary to purchase give away items or promotional items for specific events

Public Relations Chairs (2)
• Attend weekly SPB meetings
• Design print ads, posters, flyers, etc. for advertising SPB events
• Place advertisements in the Trinitonian
• Manage daily and/or weekly SPB advertising on LeeRoy
• Hang posters and distribute table tents/ flyers in Mabee, Coates, and the library
• Manage SPB Facebook and Twitter pages
• 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