

## Student Activities Board Job Descriptions

The following list indicates the titles and duties of the CF Student Activities Board members. However, this list of duties is not all-inclusive and there may be a need for each member to perform other duties as assigned.

### Executive Board

#### **President**

Shall be the primary spokesperson for the SAB. Serves as head delegate at all Florida College System Student Government Association (FCSSGA) functions. Oversees the implementation of relevant programs and projects approved by FCSSGA. Calls and presides over all SAB meetings. Fills all vacancies from within the appointed offices, and creates ad hoc committees as necessary. Has primary responsibility for managing communication and conflict between board members and providing leadership to members. Upholds the code of student conduct.

#### **Vice-President/Governmental Issues**

Shall assume the duties and power of the president in his/her absence, resignation, or removal from office. Serves as the Chair for the Board of Presidents. Assists the chairs in programming activities. Administers Traffic Court. Provides information and opportunities for students to get involved with local, state, and FCSSGA issues. Programs may include coordinating speakers on governmental issues, local election candidate speeches, coordinating elections, publicizing legislative information, student rights and responsibilities information, etc. Serves as a voting delegate at FCSSGA functions. Upholds the code of student conduct.

#### **Secretary**

Shall record and maintain accurate minutes of the proceedings at all SAB meetings. Prepares minutes of each meeting for distribution. Takes attendance at all meetings and events. Assists the president and performs other clerical duties. Organizes formal evaluation procedures with the president and compiles evaluation information. Documents club events and activities and maintains the club scrapbook. Serves as a voting delegate at FCSSGA functions. Upholds the student code of conduct.

## Chairpersons

### **Campus Relations (Publicity)**

To provide information campus wide to students about SAB events, meetings, and activities through flyers, posters, social media, marquee messages, etc., as well as special communications with CF's Marketing and Public Relations office, faculty and staff. Activities may include a "get involved" information booth, office walk-through for special events, producing flyers, campus wide advertising, TV bulletins on campus, radio station contact, newspaper contact, etc. Serves as a voting delegate at FCSSGA functions. Upholds the code of student conduct.

### **Service Programming**

To provide campus wide service projects and learning opportunities for all students and SAB Members. Projects may be coordinated with other student clubs and organizations. Activities may include coordinating a SAB service project, a United Way fundraiser, March of Dimes Walk America; clean-up our campus day, etc. Coordinates the Blood Drives. Upholds the code of student conduct.

### **Special Events Team**

To coordinate major annual and traditional events on campus such as Welcome Back, Club Rush, Stress Busters, and the Speaker Series as well as plan and coordinate novelty and entertainment acts. Duties include selecting entertainment, working with agents/agencies, organizing refreshments, and planning and procuring giveaway items. Upholds the code of student conduct.

### **Diversity Programming (Events Team)**

To provide a variety of educational and recreational activities to facilitate personal, mental and physical growth. Disability and diversity awareness programs may include, but are not limited to, Diversity Awareness Week, International Food Festival, Black History Month, and Women's History Month. Works as a team on the Speaker Series. Upholds the code of student conduct.

### **Leadership Programming (Events Team)**

To provide a variety of educational and recreational activities to facilitate personal, mental and physical growth. Programs may include, but are not limited to, Leadership Retreats, Leadership Symposium, Campus Quickies, and Lunch with the President. Works as a team on the Speaker Series. Serves as a voting delegate at FCSSGA functions. Upholds the code of student conduct.

### **Educational Programming (Events Team)**

To provide a variety of educational and recreational activities to facilitate personal, mental and physical growth. Programs may include, but are not limited to, alcohol awareness, healthy lifestyles and safety issues. Programs may include Health Fair, Alcohol Awareness Week, Red-Ribbon Week, Breast Cancer Awareness, Earth Day, etc. Works as a team on the Speaker Series. Upholds the code of student conduct.