



DIRECTOR OF SOCIAL EVENTS

Position Description

POSITION SPECIFIC RESPONSIBILITIES

1. Shall have a minimum of four (4) hours per week spent in the service of SUCCI. One hour will be scheduled and posted on the SUCCI website. Three (3) hours will be flexible to accommodate assistance with administering, preparing and promoting events activities and programs of SUCCI. These hours must be between the hours of 7:00AM-5:00PM.
2. Shall help organize and assist the Administrator, Accounting & Programming on matters pertaining to social events and activities for students planned by SUCCI.
3. Shall be an active member of SUCCI Programming Committee, and propose events, activities, speakers and entertainers to be considered by the committee and assist in the creation of a monthly events calendar.
4. Shall assist the Events Programmer Wellness & Social in the selection of any groups or individuals who perform on campus. Shall be the SUCCI board representative for these groups or individuals. The Events Programmer Wellness & Social shall negotiate and sign the contracts for groups or individuals performing at the College.
5. Shall seek feedback from students on social events and programs to assist in creation of events and to help plan future events and programs.
6. Shall work closely with the Director of Student Wellness and Diversity on events and activities that have both social and wellness/diversity components.
7. Shall be encouraged to submit regular articles or information to any publication supported by SUCCI on activities and events relevant to your specific area of responsibility.

GENERAL RESPONSIBILITIES OF A BOARD MEMBER

That any action(s) taken on behalf of SUCCI by any member of the Board of Directors, must be reflective of the view(s) of the Board.

8. Shall be responsible for giving a report, biweekly (via e-mail) to the Board of Directors based on his/her activities.
9. Shall inform the Board of Directors of correspondence, reports and business that pertain to SUCCI.
10. Shall take direction from the Board and be accountable to the Board.
11. Shall attend all board meetings.
12. Shall promote SUCCI services, events and activities to students, encouraging students to attend, participate or use the services available.

13. Shall produce a report at the end of each semester encapsulating achievements, goals, conferences attended, and committees involved with in accordance with the Board Reports Policy.
14. Shall submit a Conference Report (as per policy) after attendance of each conference on the sessions attended, and benefits to SUCCI.