

Student Activities Council  
Executive Board Responsibilities and Expectations  
2018-2019

President

- Represent SAC at SGA meetings
- Facilitate SAC Executive Board meetings and send out minutes to Executives
- Conduct weekly meetings with Special Event Coordinators
- Conduct an evaluation after every event and maintain notes for future executive boards
- Oversee all SAC activities and communication

Vice President of Membership Development + Finance

- Facilitate SAC General Meetings and send out minutes to members
- Maintain an up-to-date roster of members and volunteers
- Coordinate recruitment efforts and monthly member appreciation events
- Work closely with the SAC Advisor to monitor and maintain the budget
- Conduct a cost-benefit analysis after every event

Director of Campus Traditions

- Coordinate traditional campus events (Move in Day BBQ, Fresh Fest, Welcome Back Luau, Fall Fest, Homecoming, SUCbAUF)
- Correspond with student organizations about tabling opportunities and team sign-ups
- Seek feedback regarding campus traditions and adjust events as necessary

Director of Cultural Enrichment

- Coordinate cultural and educational campus events (Cultural Conversation Series, Intersectionalitea, Women's Retreat)
- Serve on the International Night committee
- Seek out collaboration opportunities with other student organizations and groups

Director of Entertainment

- Coordinate artistic and musical events (Movie at the Amp, Bounce Night, UNO's Got Talent, Silent Disco, UNO's Next Top Model)
- Create music playlists and run the sound system for each SAC event
- Book DJs and entertainment for events as necessary

Director of Marketing

- Create print and digital media to publicize SAC
- Work closely with the Director of Campus Traditions, Director of Cultural Enrichment, and Director of Entertainment to create and implement marketing campaigns for each event
- Post regularly on social media including Facebook, Instagram, Snapchat, and UNO Social
- Utilize UNO marketing tools such as the PIN Network, Campus News, Driftwood, and Master Calendar
- Oversee the Marketing Committee, tabling, chalking, and handbill distribution
- Take pictures at all events

Responsibilities for all officers:

- Plan events that engage and benefit the diverse UNO student population
- Work closely with fellow executive board officers for maximum performance
- Attend all SAC events
- Attend all weekly General Assembly Meetings
- Attend all weekly Executive Board Meetings
- Attend the annual NACA National Convention
- Attend SIL leadership initiatives and retreats as assigned (Summer LDP, Winter LDP, MLK Day of Service, Day at the Legislature)
- Meet weekly with SAC advisor
- Maintain 10 office hours per week
- Maintain designated A-Board locations
- Maintain a 2.25 GPA
- Perform weekly office chores as assigned
- Perform all other duties assigned by the advisor and president