



Student Activities Board

SAB Vice Chair Position Description

Mission Statement:

Promoting a safe and welcoming environment for MSUB's community by hosting exciting and engaging events. SAB is an inclusive platform of opportunities to build upon leadership values within a family-like structure.

Purpose of Position:

SAB's Vice Chairperson Executive Board Member is to assist the Chairperson in leading and guiding all areas of SAB. Assumes responsibilities, functions and duties of the Chairperson in the event they are to perform such tasks.

Qualifications:

This is a student position; to be eligible for employment you must be a full time student in good academic and student conduct standing with a GPA of 2.5 or above; have the ability to learn quickly; work both independently and with a group and complete tasks in the allotted time; be capable of handling emergencies in a calm and rational manner. Prior experience on the Student Activities Board is preferred, however, new members are also eligible. In addition, you must be able to perform the duties of the position listed below.

Compensation: A stipend of \$1,000 per semester.

Hours: SAB Vice Chairperson is required to report and attend to 5 office hours at a rate of \$10 dollars per hour- up to a maximum of 100 hours per semester. SAB Executive Board Members will be responsible for attending all events and working the hours necessary to execute them properly.

Duties:

Administrative Duties



- Vice Chair will take the position of chairperson if the chairperson is unable to fulfill their duties
- Have basic knowledge of Audio-Visual Equipment such as TV/VCR, projectors, microphones, etc.
- Follow proper equipment check out/check in procedures in order to keep an accurate equipment inventory of SAB property
- Creates a weekly update and send report to ASMSUB to keep a high level of communication of SAB's work
- Works closely with other student organizations, reviews collaboration applications and brings them to the board for discussion
- Advises and consults with the Chair about important decisions
- Helps with office time management in order to give the MSUB community an opportunity to visit SAB during office hours
- Maintains communication with the Executive Board and General members to ensure that tasks are completed successfully, and all resources are made accessible to the SAB team
- Helps with the planning of retreats and NACA
- Will track attendance of individuals and report to chair when a member misses a meeting and/or more than three meetings according to by laws

Other duties as assigned