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:
The Student Activities Board Chair serves as the head of the board and is responsible for its daily operations, finances, and overall direction.

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; 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. In addition, you must be able to perform the duties of the position listed below.

Compensation: A stipend of $4860 distributed over the academic year. An additional $432 is available for summer compensation.

Hours: The SAB Chair must report 10 hours per week during the regular academic year (3 hours/week during summer). The SAB Chair will be responsible for attending all events and working the hours necessary to execute them.

Duties:

Event/Program Planning
- Design, execute, attend, and direct all Student Activities Board Events and programs throughout the academic year according to what the Student Activities Board decides.
- Assist with all events that are supported or sponsored by the board.
- Assist with and direct set up and take down rooms to specification of conference or event. This may include but is not limited to: moving tables, chairs and other equipment, setting up AV equipment, etc.
• 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.
• Coordinates with other student organizations or departments on partnered programs.
• Ensures that all events and programs are assessed and evaluated through evaluations, comments, and data tracking.
• Schedules program and event planning sessions with the full board
• Makes decisions related to attending the National Association of Campus Activities (NACA) conferences.
• Leads teambuilders and activities to promote a positive culture within SAB.

**Administrative Duties**

• Schedule meetings and set agendas for the Student Activities Board at least once per week during the academic year and calls special meetings as necessary.
• Regularly reports Student Activities Board progress to the ASMSUB Senate.
• Recruits and retains members of the Student Activities Board.
• Table and promote the Student Activities Board and its events as needed.
• Utilizes basic computer programs.
• Files and signs paperwork as necessary.
• Makes signage and promotional materials and assign these duties to board members.
• Works cooperatively with Center for Engagement Staff, Catering, Custodians, Student Organizations, and other offices.
• Maintains office organization.
• Represents SAB on various campus committees.
• Regularly holds office hours. (Also Checks offices hours of other executive members)
• Plans and coordinates a training retreat for new and returning members
• Proposes bylaw changes to the ASMSUB Senate for consideration as necessary
• Serves as the official spokesperson of the Student Activities Board
• Make executive decisions on behalf of the entire board when membership is unavailable to perform regular duties.
• Registers the Student Activities Board as a student organization at the start of each academic year

**Financial and Personnel Duties**
Serve as a fund controller for the Student Activities Board.
Coordinate the preparation of the budget request to ASMSUB for the fiscal year in accordance with Treasurer.
Set the budget for each event in consultation with the Student Activities Board.
Make purchases on behalf of the board, in consultation with the fund controllers.
Maintains, develops, and implements contracts with agents and performers.
Makes final process and personnel hiring decisions for SAB Executive Board members
Delegates duties and assignments to other members
Educates and disciplines other members of the board as necessary, in consultation with the advisor.
Leads all interview processes for new SAB members

Other duties as required