Committee Chair Position Description

Student Activities Board | 2100 South Floyd Street | University of Louisville | (502) 852.0317

committee chairs

The Student Activities Board (SAB) Committee Chairs serve as one of six chairs on the Student Activities Board. As such, the Committee Chairs should demonstrate strong leadership, programming experience, commitment to the University of Louisville, and concern for the welfare of students. The Committee Chairs serve the primary operational functions of SAB through the planning, implementation, and assessment of programs. In their role, Committee Chairs should act as an event planner, facilitator, role model, and Student Activities Board team member. In fulfilling his or her duties, the Committee Chairs should seek to fulfill the mission of the Student Activities Board and the Student Activities Department.

General Committee Chair Responsibilities
The SAB Committee Chairs are required to:

- Attend at least 65% of SAB events
- Support SAB programs through attendance and assistance
- Participate in a peer evaluation process once per semester
- Meet monthly with the Executive Directors to assess progress and express concerns
- Attend two (2) SGA senate meetings per semester
- Collaborate with the Committee Vice-Chair for meetings and programming

Meetings and Training
The SAB Committee Chairs are responsible for:

- Recruiting committee members and chairing weekly committee meetings
- Overseeing and ensuring the active participation of committee members
- Attending weekly SAB meetings to review Program Proposals
- Attending and participating in fall and winter training retreats
- Meeting weekly with the committee advisors

Programming
The SAB Committee Chairs should:

- Brainstorm and fabricate original and traditional programs to meet student needs that are entertaining, educational, and/or enriching
- Oversee all aspects of committee programs including, but not limited to, contracts, rider stipulations, decorations, tech requirements, food, volunteers, marketing, budgets, etc.
- Submit Event Proposals for all committee programs for approval by SAB
- Complete and review the Event Checklists for all committee programs
- Assess committee programs through participant surveys and demographic information
- Complete Event Evaluations for all committee programs
- Develop working knowledge of event management, promotions, and industry trends in the area of event management

Administrative Duties
The Committee Chairs are expected to:

- Maintain regularly scheduled office hours of at least 10 hours during regular business hours (8:00am – 5:00pm)
- Maintain a reasonable availability via cell phone and email outside of established office hours
- Maintain necessary files of all committee meetings (i.e. meeting agendas, minutes, etc.)
- Maintain necessary files of all committee programs (i.e. event proposals, contracts, room reservations, event evaluations, sign-up/sign-in sheets, etc.)
- Respond to correspondence via phone, email, and written mail in a timely manner
- Keep work station and office clean and in working order
- Treat SAB equipment and office area with care

Miscellaneous
The Committee Chairs should:

- Abide by all University rules, regulations, and policies
- Conduct all business, communication, correspondence and negotiation in a professional and ethical manner
- Maintain a working relationship with professional advisors, executive directors, and other SAB members
- Uphold their responsibility to the student body for the successful promotion and execution of events
- Demonstrate fiscal responsibility with allocated budgets using appropriate purchasing procedures
- Maintain a minimum cumulative 2.5 Grade Point Average at the University of Louisville
- Balance the significant time commitment SAB requires with class work and other activities

Compensation
The SAB Committee Chairs are compensated for their work and commitment as a SAB representative. All members of the board receive complimentary entrance to all SAB events.