Executive Director Description

A Student Activities Board (SAB) Executive Director serves as one of three members of the Executive Committee. As such, the Executive Director for Finance should demonstrate strong leadership, fiscal experience, commitment to the University of Louisville, and concern for the welfare of students. An Executive Director will serve as an advisor, educator, administrator, accountant, peer mentor, role model, and Student Activities Board team member. In fulfilling his or her duties, an Executive Director should seek to fulfill the mission of the Student Activities Board and the Student Activities Department.

General Executive Committee Responsibilities

The SAB Executive Committee members are required to:

- Regularly attend SGA meetings, representing the SAB
- Maintain regularly scheduled office hours of at least 10-15 hours
- Attend at least 65% of SAB events
- Meet weekly with advisors to SAB
- Attend regularly scheduled SAB meetings
- Assist in the hiring of SAB committee chairs and vice-chairs
- Conduct evaluations with advisors for the SAB

Meetings and Training

The Executive Director for Finance is responsible for:

- Attending all SAB meetings
- Meeting with committee chairs to guide program budgets and vet event proposals
- Assisting the Executive Director for Programming in the planning and implementation of fall and winter training retreats
- Assisting with the training and development of SAB members

Administrative Duties

The Executive Director for Finance is expected to:

- Maintain necessary files of passed motions and other financial records
- Maintain inventory and allocations for office supplies and ordering

Miscellaneous

The Executive Director for Finance should:

- Abide by all University rules, regulations, and policies
- Conduct all business, communication, correspondence and negotiation in a professional and ethical manner
- Demonstrate fiscal responsibility with allocated budgets using appropriate purchasing procedures
- Maintain a minimum cumulative 2.25 Grade Point Average at the University of Louisville
- Balance the significant time commitment SAB requires with class work and other activities

Programming

The Executive Director for Programming should:

- Oversee all special programs (i.e. Welcome Weekend, Orientation Mixers, etc.)
- Approve all event proposals submitted by SAB members
- Regularly review event checklists for all SAB events
- Ensure no events conflict in their scheduled place or time
- Coordinate program planning responsibilities with SAB members that require external communication (i.e. hotel reservations, flight arrangements, security, and any other tasks that do not involve the event itself)
- Assist in creating the events calendar

Financial Duties

The Executive Director for Finance should:

- Approve all event proposals and event budgets submitted by SAB members
- Regularly monitor spending on events and ensure budgets are maintained
- Coordinate the creation and maintenance of the master SAB budget
- Prepare a budget proposal for the Student Government Association (SGA)
- Report monthly on the whole budget and proposed budgets
- Approve all co-sponsorships based upon monetary trade and co-sponsorship guidelines
- Maintain records on the whereabouts of procurement cards
- Collect receipts of all transactions
- Coordinate cash from ticket sales and deposits
- Meet regularly with professional staff to review financial status

Marketing Duties

The Executive Director for Marketing should:

- Advise SAB members in developing a marketing strategy and marketing materials for events
- Design and maintain the SAB webpage
- Plan and implement SAB recruitment programs once per semester
- Organize SAB representation at campus wide events such as Orientation, RSO fairs, etc.
- Coordinate press releases to external departments (i.e. UofL Communication Department, the *Cardinal*, UofL Today, newsletters, etc.)
- Coordinate usage of SAB marketing materials (table tents, banners, Fred, etc)
- Promote SAB as an organization
- Develop innovative promotional ideas to market SAB