
Sample Roles and Responsibilities for Programming/Campus Activities Boards

President or Chair

1. Conducts meetings in an orderly fashion and observes parliamentary procedures when any voting action takes place, or when considerations of business are involved.
2. Ensure that all E-Board positions function properly
3. Have working knowledge of all programming/activities/events the Student Activities Board (SAB) is responsible for; this includes:
 - a. having a working knowledge of all programming contracts and tech riders
 - b. oversee Major event programs.
4. Assist with coordinating and securing prizes for any SAB event prize drawings
5. Will insure, in coordination with the advisor, that all activities are consistent with school policies and Philosophies & Procedures.
6. Maintain office hours as required
7. Attend weekly standing meetings with advisor
8. Responsible to attend, load-in, set-up, decorate, host, load-out, clean-up All SAB events if there are no class conflicts/emergencies. **** WORK is NOT an excused absence****
9. Attend E-Board meetings as scheduled
10. Attend the Annual Fall Student Leadership Retreat

Secretary

1. Record minutes, attendance, etc. at the weekly and E-Board meetings and special called meetings.
2. Create the agenda for each weekly scheduled meeting, print it off and take to the meeting to be distributed
3. Take hard copies of SAB minutes from previous week's meeting to be reviewed and approved by the attendees – Make note of approval in new week's minutes
4. Print off hard copies of all meeting minutes and file them in the labeled SAB Secretary Binder for the current academic year.

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- a. The binder should be divided into months and the minutes should be filed in chronological order for each month with the first of the month in front & last of the month in back of each section
 - b. Distribute copies of weekly meeting minutes via email to all members and Advisor within 3 days after the meeting concludes
5. Maintain an accurate active list of members this should include:
 - a. First and last name of student
 - b. Cell phone number
 - c. Email address
 - d. Level of membership status: E-Board or Associate member
 - e. Keep the E-Board & Advisor apprised when changes, additions, and/or requests for removal are made
6. Maintain records of member's volunteer hours at each program &/or work days hosted by SAB
 - a. After each event go on line and complete the "track my group's hours form"
 - b. All reports must be completed for the fall semester by the conclusion of Fall Exams. All spring reports are due by the completion of Spring Exams.
7. Assist in the training of the new incoming Secretary and President
8. Maintain office hours as required
9. Attend weekly standing meetings with advisor
10. Responsible to attend, load-in, set-up, decorate, host, load-out, clean-up All SAB Events if there are no class conflicts/emergencies. **** WORK is NOT an excused absence****
11. Attend E-Board meetings as scheduled
12. Attend the Annual Fall Student Leadership Retreat

Advisor

1. Advisor shall be at all meetings of SAB and E-Board when formal actions/decisions are to be made
2. During scheduled meetings, if a vote takes place, using written ballots, the Advisor will tally the votes and present outcomes, in private, to the President. He/she will formally announce the outcome to members in attendance. If there is a tie, the Advisor will notify the President, in privacy, who will cast the deciding vote upon which time the Advisor will provide all outcomes to the President who will then announce all outcomes

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3. Advisor will not be at meetings schedule for creating banners, posters, window art, etc.***All slogans and artwork must be pre-approved by Advisor prior to scheduled workday/nights where PR will be made
4. Shall preside over the weekly programming board meetings, weekly council meetings, and shall have the power to call special meetings.
5. With exceptions of Movie Ticket Distribution & roving artists the Advisor shall be present at events sponsored by SAB. *If an event is taking place within the building where office is housed, it is acceptable for Advisor to check in at event and work in the office communicating with the E-board member in charge and is easily accessible if needed. If Advisor is not available s/he will line up another UF employee to be present
6. The advisor shall go to conferences as schedule permits
7. Advisor will be available for:
 - a. Pre-scheduled weekly/bi-weekly meetings as deemed necessary with SAB E-Board Officers
 - b. These meetings will be the responsibility of the E-Board Officers to schedule the end of the current semester for the following semester once classes have been scheduled
8. Continually update and regulate all SAB Events program guidelines
9. Will approve which SAB programs will be private and which will be open to public
10. Shall coordinate conference buying and shall be responsible for any special budget allocated for conference buying.
11. Shall be responsible for reviewing excuse forms with assistance of the board members.
12. Shall be responsible for keeping checkbooks and Google sheets updated.
13. Shall create the agenda for each meeting with assistance from all board members.
14. Continually update and regulate all SAB Events program guidelines
15. Will approve which SAB programs will be private and which will be open to public
16. Will decide ticket prices and “at the door” prices for public events
17. Will schedule and do live radio interviews on community radio stations for programming open to the community as schedule permits
18. Shall negotiate and sign all contracts for performers, artists, speakers, and venues

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Committee Chairs | Sample Positions

- Alumni Relations
- Community Outreach
- Community Service
- Concerts
- Events
- Finance and Budget
- Homecoming
- Membership Recruitment & Retention
- Operations
- Public Relations
- Welcome Week

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Dave is available to come to your campus to work with your student government members and leaders, clubs and organizations, new student orientation, Greek Life, Programming/Campus Activities Board, leadership conferences and events, student leadership workshops and more!