

# Mary V. Jordan Multicultural Center

## Student Advisory Board positions

### A. Chair

1. Co-Chair all Student Advisory Board Meetings
2. Help prepare agenda for each meeting
3. Help plan and oversee Student Advisory Board Retreat
4. Meet with Director once a month
5. Must be a raising Junior or Senior
6. Stipend of \$500 each semester

### B. Vice-Chair

1. Serve as support to all other Executive Board Positions
2. Chair all Student Advisory Board meetings in the absence of Chair
3. Must be a raising Sophomore or Junior
4. Meet with Director once a month
5. Stipend of \$400 each semester
6. Must be knowledgeable on Student Advisory Board parliamentary procedures and Robert's Rule of Order
  - a. In charge of providing parliamentary education and training to rest of Board
  - b. Ensure that parliamentary procedure is being followed during meetings

### C. Secretary

1. Send out meeting agendas and schedule to all Board members
2. Record meeting minutes of each Student Advisory Board Meeting
3. Distribute minutes to Board members within 48 hours of meeting
4. Keep attendance and notify the Chair and Director of any vacancies on the board
5. Meet with Director once a month
6. Open to any classification
7. Stipend of \$300 each semester

### D. Public Relations

1. Work with Student Advisory Board on the creation and implementation of marketing materials for all events and programs
2. Maintain all social networking outlets
3. Coordinate all content on the shared one drive
4. Communicate with various constituencies about issues and/or opportunities for discussion
5. Attend executive board committee meetings
6. Meet with Director once a month
7. Open to any classification
8. Stipend of \$400 each semester

### E. Campus Climate

1. Research and bring relevant topics to the committee
2. Research and Educate other members and constituencies of ETSU policies
3. Monitor student organization representatives' effectiveness in relaying information to their organization, including periodic emails to their organizations President
4. Attend executive board committee meetings
5. Meet with Director once a month
6. Open to any classification
7. Stipend of \$400 each semester

### Qualifications:

- A. Ability to attend all mandatory orientation and training sessions, and some events and programs
- B. Desire to work and learn in a multicultural environment
- C. Ability to work independently and a part of a team
- D. Extremely detail-oriented, organized and efficiency-driven
- E. Ability to communicate effectively verbally and writing
- F. Ability to understand and communicate policy and procedure to membership