Student Advisory Committee Member Duties

Chair

Responsibilities include

- Organizing the SAC
- Overseeing all SAC activities
- Communicating with the SAC staff advisor
- Developing the goals and vision of the SAC for the year by soliciting input from other SAC members and the SAC advisor
- Presiding at SAC meetings and creating a meeting agenda
- Attend Senate meetings at which IAS SAC bills are discussed
- Mentor/prepare Chair-elect

Chair-Elect

Responsibilities include

- Assisting the Chair in his/her responsibilities
- Presiding at SAC meetings in the absence of the Chair
- Assisting the Staff Advisor in transitioning to a new SAC between academic years
- Attend Senate meetings at which IAS SAC bills are discussed
- Taking minutes during SAC meetings
  - Storing and making available to the Chair, Chair-elect, Treasurer, and Staff Advisor said minutes upon request for the duration of the academic year
- Check SAC email for students wanting to join the student group
- Send out meeting reminders
**Treasurer**

Responsibilities include:

- Keeping records of all SAC funding, and ensuring that accounts receivable and accounts payable are properly maintained and executed
- Working with the Humanities College Senator to secure ASUU funding as needed
- Overseeing the proper receipt and submission of reimbursement forms
- Securing funding for SAC events from the SAC staff advisor
- Coordinating the acquisition of sponsors with the Events Coordinator as needed

**Marketing Coordinator**

Responsibilities include:

- Developing and directing marketing efforts for SAC events as needed (i.e.: creating event flyers)
- Take photos at all events and save for future marketing purposes
- Table at appropriate events (Global U Expo, PlazaFest, etc.) and speak with interested students
- Facilitating communication between the SAC and students and between IS program and students in coordination with the Staff Advisor

**Events Coordinator**

Responsibilities include:

- Organizing SAC events, making delegating responsibilities among SAC members as needed
  - Includes organizing location, food, materials and accessories, etc.
- Coordinating volunteers for events as needed
- Coordinating with the Marketing Director to ensure activities are publicized
- Providing reimbursement receipts for events to the Treasure
- Securing sponsors for events as needed