

SPM Board Positions

All Board Members are expected to:

- 1) Assist in recruiting – each will be assigned a college
- 2) Attend ALL board meetings (mandatory)
- 3) Attend all general meetings (case by case)
- 4) Assist in ALL fundraising activities
- 5) Offer expertise for Projects
- 6) Dedicated to the success of SPM
- 7) Serve 1 year term

President

Leader, entrepreneur, visionary, dedicated, problem-solver, motivator, professional, creative, organized

- Chief of Operations
 - o Ensure board is staying on task
 - o Delegate tasks
- In charge of SPM Treasury
 - o Produce reports for Board
 - o Balance books
 - o Maintain accounts and bank relationship
 - o Reimbursements and records
- Contact all persons receiving SPM services to get scope of operation
 - o Relay info to SPM
 - o Assist with creating plan of action, subcommittees, and delegation of tasks
 - o Ensure all projects are on schedule
 - o Give updates when milestones are reached
- Facilitate PMI relationship
- Mentor PMs
- Assist Directors in all aspects of SPM activities
 - o Provide ideas, creative direction, solve problems, etc.
- Aid in the creation of fundraising and project reports
- Resolve disputes

Vice President

Organized, dedicated, leader, problem solver, motivator

- Assist President
- Take Minutes of Meeting
- Take over in absence of President
- Preside over subcommittee coordinating SPM meetings
 - o Delegate duties
 - o Ensure meeting planning is on schedule
- Check Mail
- Make task lists and assign tasks and maintain

Director of Marketing

Creative, innovative, professional

- Serve as a mentor to subcommittees on marketing issues
- Create attractive marketing materials
- Strategize: GET PEOPLE TO THE MEETINGS!
- Create sub-committees
- Coordinate with Public Relations
- Be abreast of UH activities and festivals

Director of Public Relations

Friendly, extrovert, innovative

- Disseminate marketing materials
- Be abreast of campus activities and festivals
- Know all rules and regulations of all colleges for hanging flyers
- Coordinate with members to aid in dissemination
- Mentor

Director of Membership

Organized, punctual, friendly, an ambassador

- Liaison between Board and Members
- Ensure all members are aware of SPM meeting and activities
- Maintain member database
- Maintain Points System

Director of Projects/Project Coordinator

Entrepreneur, professional, organized, determined

- Solicit SPM services
- Assemble database and maintain
 - o Dates of annual events
 - o Client contact info
- 1st Point of contact for prospects
- Mentor Project Managers
- Facilitate all client relationships

Director of Fundraisers

Entrepreneur, innovative, creative

- Coordinate activities that generate revenue
- Think of new ways to generate revenue
- Produce reports
- Assemble/coordinate with members and subcommittees to help

Director of Corporate Relations

Professional, informative, knowledgeable of job market

- Schedule speakers
- Maintain resume book
- Contact companies
- Research various career paths and companies for members
- Keep group informed on seminars and speakers applicable to SPM

Director of Community Service

Professional, organized, caring, generous, creative

- Coordinate community service projects
- Coordinate community service activities
- Coordinate fundraiser for donation
- Coordinate SPM socials
- Facilitate all community service relationships
 - o Maintain database