Executive Board Roles and Responsibilities

President:

1. Oversees SMUSA activities; represents SMUSA to the University President and other officers of the University.
2. Serves as the host/master of ceremonies for events when appropriate, approves activities of SMUSA Executive Board.
3. Presides over SMUSA Executive Board meetings, Association meetings, Association General Meetings; calls special meetings when necessary.
4. Makes organizational decisions in consultation with the SMUSA board.
5. Confirms nominations of new officers with President-Elect, prior to voting.
6. Chairs the selection process for Loretta Hawkins Award.
7. Attends SMUSA Executive Board planning and training meetings.
8. Serves as a resource on all association matters.
9. Maintains a working knowledge of the association budget and records of expenditures and revenue.
10. Works with the Director of Administration in the preparation of agendas.
11. Coordinates with the Director of Administration in regards to all official association correspondence.
12. Assists in the training of the SMUSA Board members.
13. Attends SMUSA President’s monthly meetings with the SMUSA Advisor.
14. Coordinates with Past-President who chairs the Staff Advocacy Council.
15. Contributes to the decision-making process as a member of SMUSA Executive Board, but only votes only in the case of a tie.
16. Assumes other duties as assigned by the SMUSA Executive Board.

President-Elect:

1. Supports the SMUSA President.
2. Works in conjunction with the President to represent SMUSA to the University President and other officers of the University.
3. Oversees the SMUSA Executive Board nomination process: requests nomination of new officers each spring and approves the slate with SMUSA President (prior to voting).
4. Acts as the president’s designee when directed by the sitting President.
5. Attends SMUSA Executive Board planning and training meetings.
6. Attends SMUSA President’s monthly meetings with the SMUSA Advisor.
7. Contributes to the decision-making process as a voting member of SMUSA Executive Board.
8. Assumes other duties as assigned by the SMUSA Executive Board.
Executive Board Roles and Responsibilities

Immediate Past-President/Staff Advocacy Council Chair:

1. Serves as Chair of the Staff Advocacy Council and reports to the SMUSA Executive Board on Council Activities.
2. Approves committees and committee members for Staff Advocacy Council and appoints Ad Hoc Committees as needed.
3. Promotes and communicates Staff Advocacy Council results and discussions.
4. Provides consultation, advice, and historical perspective for the Staff Association.
5. Attends SMUSA Executive Board planning and training meetings.
6. Contributes to the decision-making process as a voting member of SMUSA Executive Board.
7. Assumes other duties as assigned by the SMUSA Executive Board.

Vice President, Programming:

1. Oversees annual luncheons, the President’s Picnic, Staff Meet and Greets, and other social events.
2. Coordinates promotion of all above activities and events with the Vice President of Marketing and Communications.
3. Serves as the liaison between event committees and the SMUSA Executive Board.
4. Plans retreats in conjunction with the Vice President of Development, President–Elect, and the SMUSA Executive Board.
5. Attends SMUSA Executive Board planning and training meetings.
6. Contributes to the decision-making process as a voting member of SMUSA Executive Board.
7. Assumes other duties as assigned by the SMUSA Executive Board.

Vice President, Staff Development:

1. Oversees staff development, recognition ceremonies, Loretta Hawkins Awards, and all activities associated with committees for these events.
2. Serves as the liaison between event committees and the SMUSA Executive Board.
3. Attends SMUSA Executive Board planning and training meetings.
4. Contributes to the decision-making process as a voting member of SMUSA Executive Board.
5. Assumes other duties as assigned by the SMUSA Executive Board.
Executive Board Roles and Responsibilities

Vice President, Service and Activities:

1. Oversees SMUSA social events, service projects, shared interest groups, and all similar SMUSA activities.
2. Assists with promotion of all above activities and events.
3. Serves as the liaison between committee chairs and the SMUSA Executive Board.
4. Chairs the Caroline Jones Scholarship selection committee.
5. Monitors the SMU staff discount program and coordinates updates to the webpage with the Vice President of Marketing and Communications.
6. Attends SMUSA Executive Board planning and training meetings.
7. Contributes to the decision-making process as a voting member of SMUSA Executive Board.
8. Assumes other duties as assigned by the SMUSA Executive Board.

Vice President, Marketing and Communications:

1. Promotes all SMUSA activities and programs through web, email, social media, print, and mail.
2. Presents promotions to the SMUSA Executive Board for review.
3. Works closely with Vice President of Service and Activities to develop volunteer network through marketing strategies.
4. Arranges for photography at SMUSA events and for distribution/posting on SMUSA web page.
5. Coordinates designs between SMUSA Executive Board members and the designer, printer, etc.
6. Coordinates general SMUSA and special event publications and programs (design, creation, printing, distribution, etc.).
7. Manages all necessary changes and updates to www.smu.edu/staffassociation.
8. Attends SMUSA Executive Board planning and training meetings.
9. Contributes to the decision-making process as a voting member of SMUSA Executive Board.
10. Assumes other duties as assigned by the SMUSA Executive Board.
Executive Board Roles and Responsibilities

Director of Administration:

1. Maintains documentation of all SMUSA activities.
2. Arranges for meeting rooms, takes minutes, and disseminates that information within seven business days of each meeting.
3. Attends SMUSA Executive Board planning and training meetings.
4. Reserves facilities for association events as requested.
5. Takes attendance at all regularly scheduled SMUSA Executive Board meetings.
6. Contributes to the decision-making process as a voting member of SMUSA Executive Board.
7. Assumes other duties as assigned by the SMUSA Executive Board.

Treasurer:

1. Keeps the financial records for SMUSA, makes deposits, pays expenses, and reconciles the budgets.
2. Works closely with the Vice President of Development on the distribution and use of endowed funds.
3. Presents a proposed budget to the SMUSA Executive Board before June 1 of each year.
4. Presents proposed budget to the SMUSA Executive Board for final approval during first SMUSA retreat of the new academic year.
5. Works with the SMUSA Executive Board members to develop and manage budgets.
6. Attends SMUSA Executive Board planning and training meetings.
7. Proposes financial policies and procedures for SMUSA Executive Board as needed.
8. Contributes to the decision-making process as a voting member of SMUSA Executive Board.
9. Assumes other duties as assigned by the SMUSA Executive Board.

Members at Large:

1. Provide Committee service on University-wide and SMUSA-related committees.
2. Serve as potential chairs for Ad Hoc committees.
3. Report to the Executive Board.
4. Assume other duties as assigned by the SMUSA Executive Board.