SMU | STAFF ASSOCIATION
ADVOCATING AND CONNECTING

Executive Board Roles and Responsibilities

President:

1. Oversees SMUSA activities.
2. Represents SMUSA to the University President and other officers of the University.
3. Serves as the host/master of ceremonies for events when appropriate.
4. Presides over SMUSA Executive Board meetings and Association meetings calls special meetings when necessary.
5. Makes organizational decisions in consultation with the SMUSA Board and Advisor.
6. Confirms nominations of new officers with President-Elect, prior to voting.
7. Chairs the selection process for Loretta Hawkins Award.
8. Maintains a working knowledge of the Association budget and financial activities.
9. Coordinates with the Vice President of Marketing and Communications in regards to official Association correspondence.
10. Assists in the training of new SMUSA Board members.
11. Attends monthly meetings with the SMUSA Advisor to discuss Association matters.
12. Collaborates with the Past-President on Staff Advocacy Council matters.
13. Serves as a resource on all Association matters.
14. Contributes to the decision-making process as a member of SMUSA Executive Board, but only votes only in the case of a tie.
15. Assumes other duties as needed.

President-Elect:

1. Oversees the SMUSA Executive Board nomination process; requests nomination of new officers each spring and approves the slate with SMUSA President (prior to voting).
2. Supports the SMUSA President.
3. Works in conjunction with the President to represent SMUSA to the University President and other officers of the University.
4. Acts as the President's designee as requested.
5. Attends SMUSA President's monthly meetings with the SMUSA Advisor to discuss Association matters.
6. Attends SMUSA Executive Board meetings.
7. Contributes to the decision-making process as a voting member of SMUSA Executive Board.
8. Assumes other duties as assigned.

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Executive Board Roles and Responsibilities

Past-President:

1. Chairs the Staff Advocacy Council; reports to the SMUSA Executive Board on Council activities.
2. Seeks and recommends Council representative nominees for Board approval.
3. Promotes and communicates Staff Advocacy Council results and discussions.
4. Provides consultation, advice, and historical perspective for the Staff Association.
5. Attends SMUSA President's monthly meetings with the SMUSA Advisor to discuss Association matters.
6. Attends SMUSA Executive Board meetings.
7. Contributes to the decision-making process as a voting member of SMUSA Executive Board.
8. Assumes other duties as assigned.

Vice President, Programming:

1. Oversees staff networking events such as the President's Picnic and Staff Meet-and-Greets; coordinates promotion of these events with the Vice President of Marketing and Communications.
2. Serves as the liaison between event committees and the SMUSA Executive Board.
3. Attends SMUSA Executive Board meetings.
4. Contributes to the decision-making process as a voting member of SMUSA Executive Board.
5. Assumes other duties as assigned.

Vice President, Staff Development:

1. Oversees staff development events, recognition ceremonies, and presentation of the Loretta Hawkins Awards; coordinates promotion of these events with the Vice President of Marketing and Communications.
2. Serves as the liaison between event committees and the SMUSA Executive Board.
3. Attends SMUSA Executive Board meetings.
4. Contributes to the decision-making process as a voting member of SMUSA Executive Board.
5. Assumes other duties as assigned.

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Vice President, Service and Activities:

1. Chairs the Caroline M. Jones Scholarship selection committee.
2. Oversees SMUSA service projects, shared interest groups, and similar SMUSA activities; assists with promotion of these activities and events.
3. Monitors the SMU staff discount program; coordinates updates to the Web page with the Vice President of Marketing and Communications.
4. Serves as the liaison between committee chairs and the SMUSA Executive Board.
5. Attends 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.

Vice President, Marketing and Communications:

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

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Executive Board Roles and Responsibilities

Director of Administration:

1. Maintains documentation of SMUSA activities and events.
2. Attends SMUSA Executive Board meetings; takes minutes and attendance, and disseminates that information to the Executive Board after each meeting.
3. Reserves facilities for Executive Board meeting and Association events as requested.
4. Contributes to the decision-making process as a voting member of SMUSA Executive Board.
5. Assumes other duties as assigned.

Treasurer:

1. Maintains, monitors, and reconciles the financial records for SMUSA; facilitates payments and deposits as needed.
2. Works closely with the appropriate Vice President on the distribution and use of endowed funds.
3. Presents proposed budget allocation to the Executive Board for final approval during first SMUSA retreat of the new academic year.
4. Works with the SMUSA Executive Board members to manage expenditures to the budget.
5. Proposes financial policies and procedures for SMUSA Executive Board as needed.
6. Attends SMUSA Executive Board meetings.
7. Contributes to the decision-making process as a voting member of SMUSA Executive Board.
8. Assumes other duties as assigned.

Members at Large:

1. Provide individual support for SMUSA activities and/or service on SMUSA- committees.
2. Report to the Executive Board.
3. Assume other duties as assigned by the SMUSA Executive Board.