

Executive Board Roles and Responsibilities

President: *The President oversees the Staff Association meetings, events, and activities while being the primary representative of the Association to the University President and other university officers.*

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. Responsible for coordination and management of Staff Convocation.
5. Serves as Chair for Nomination and Elections and President's Picnic and Staff Appreciation Committee.
6. Presides over SMUSA Executive Board meetings and Association meetings calls special meetings when necessary.
7. Makes organizational decisions in consultation with the SMUSA Board and Advisor.
8. Confirms nominations of new officers with President-Elect, prior to voting.
9. Chairs the selection process for Loretta Hawkins Award.
10. Maintains a working knowledge of the Association budget and financial activities.
11. Coordinates with the Vice President of Marketing and Communications in regards to official Association correspondence.
12. Assists in the training of new SMUSA Board members.
13. Attends monthly meetings with the SMUSA Advisor to discuss Association matters.
14. Collaborates with the Past-President on Staff Advocacy Council matters.
15. Serves as a resource on all Association matters.
16. Contributes to the decision-making process as a member of SMUSA Executive Board, but only votes only in the case of a tie.
17. Serves on Committees for the President and Provost Offices as needed, including being the Co-Chair of the Annual United Way Campaign.
18. Assumes other duties as needed.

President-Elect: *The President-Elect assists the President in his or her responsibilities as well as facilitating organizational changes with the President (including, but not limited to constitutional revision, nominations & elections, etc.). The President-Elect is elected prior to each new term and is a three year commitment by service as President-Elect, President, and Past-President.*

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. Assumes Presidential role and responsibilities at the end of their term.
3. Supports the SMUSA President.
4. Works in conjunction with the President to represent SMUSA to the University President and other officers of the University.
5. Acts as the President's designee as requested.
6. Attends SMUSA President's monthly meetings with the SMUSA Advisor to discuss Association matters.
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.

Past-President: *The Past-President is the most recent previous President still actively employed at SMU, who serves as a resource to the current Executive Board and as the Chair of the Staff Advocacy Council.*

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: *The Vice President for Programming is responsible for staff networking events such as the President's Picnic and Staff Meet-and-Greet events. The Vice President for Programming is elected every other year, in even-numbered years.*

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. Chairs the Programming and Events Committee; serves as the liaison between committee 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: *The Vice President for Staff Development is responsible for staff development activities such as the Loretta Hawkins Award, staff recognition events, and Lunch-and-Learn opportunities. The Vice President for Staff Development is elected every other year, in odd-numbered years.*

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. Chairs the Staff Development, Recognitions, and Scholarship Committee; serves as the liaison between committee 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.

SMU[®] Staff Association

Vice President, Service and Activities: *The Vice President for Service and Activities is responsible for staff engagement opportunities such as partnering with the United Way campaign and overseeing the Caroline M. Jones scholarship. The Vice President for Service and Activities is elected every other year, in even-numbered years.*

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. Chairs Service and Activities Committee; serves as the liaison between committee 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: *The Vice President for Marketing and Communications oversees the promotion and publicity of Staff Association activities and programs. The Vice President for Marketing and Communications is elected every other year, in odd-numbered years.*

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. Serve on committees as appropriate to coordinate marketing and communication needs are met.
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 necessary changes and updates to www.smu.edu/staffassociation.
8. Attends SMUSA Executive Board meetings.
9. Contributes to the decision-making process as a voting member of SMUSA Executive Board.
10. Assumes other duties as assigned.

Director of Administration: *The Director of Administration serves as a historian to the Staff Association, preserving materials to the appropriate archives, as well as recording/corresponding secretary for all Association meetings or other business. The Director of Administration is elected every other year, in even-numbered years.*

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: *The Treasurer oversees the financial records, budgets, and endowed funds of the Staff Association. The Treasurer is elected every other year, in odd-numbered years.*

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: *Members at Large must have successfully completed their ninety-day probationary period and be in good standing at the University and are appointed by the Exec Board.*

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 Exec Board.