**Board Roles and Responsibilities**

**President:**

Run Board Meetings

Report to SBE Kelsey Alderman

Delegate to Board

Keep Board on track to reach Recruitment Goals

Reserve interview space for Kelsey

Deliver/Enter Apps to BBBS

Be present for all Recruitment and Event initiatives- pending schedule

Oversees VP, Secretary, and Treasurer

**Vice President:**

Create Agenda for meetings- with President

Collect agenda points from Coordinators- 12pm day before meeting

Reserve board meeting space- one hour once a week

Support President

Delegate to other coordinators

Oversee Social Media Chair and Recruitment Chairs

**Secretary:**

Take Notes for Meetings

Draft and Send All Emails to Bigs for events/meetings

Gather info and create Board Member Profiles to post on Social Media

Maintain and Coordinate Google calendar.

Report directly to President

**Recruitment Coordinator:**

Responsible for engaging all board members to hit recruitment goals

Outreach to other organizations

Schedule and Reserve Tabling

Put all Tabling and recruitment events on Google calendar.

Report directly to President and VP

Delegate recruitment events to recruiters as well as other board members

**Social Media Coordinator:**

Post all recruitment and events on FB, Twitter and Instagram

Post during events and activities

Schedule regular recruitment posts on social media

Create and maintain social media campaigns

Report directly to Vice President

**Event Coordinator:**

Plan and execute all Bigs events and recruitment events

Find community service projects for Board and Bigs

Post all Events on Calendar

Communicate with Social Media and Admin about sending out communication for events

Report directly to Treasurer

**Treasurer:**

Requests all funds from SJU

Keeps track how funds are used and how much

Coordinates with Event Coordinator

Reports directly to the President