STUDENT ACTIVITIES COUNCIL LEADERSHIP TEAM

Executive Director:

- Oversees the Student Activities Council
- Provides direct support to the Directors & Chairs
- Schedules and attends all council meetings
- Serves as the Chair of the Large Event Fee
- Maintains 10 paid office hours a week
- Attends all SAC Events
- Meets weekly with SAC Advisor
- Other duties as assigned

Assistant Director:

- Assumes the duties of the President in the event of the president’s absence
- Maintains 10 paid office hours a week
- Oversees periodical training and events for the Student Activities Council Board
- Attends weekly board meetings
- Coordinates morale building activities for all of SAC
- Meets weekly with SAC Advisor
- Attends all SAC Events
- Other duties as assigned

Finance Director:

- Creates and Maintains budget sheets for all committees
- Meets regularly with SLI staff to go over SAC budgets
- Ensures paperwork and payments are submitted on-time and in an appropriate manner
- Maintains 10 paid office hours a week
- Attends weekly board meetings
- Meets weekly with SAC Advisor
- Attends all SAC Events
- Other duties as assigned

Media & Marketing Director:
• Develops and maintains SAC marketing campaigns
• Oversees social media accounts
• Updates Website
• Orders promotional items
• Attends weekly board meetings
• Maintains 10 paid office hours a week
• Meets weekly with SAC Advisor
• Attends all SAC Events
• Other duties as assigned

**Director of Blue Crew:**

• Oversees the Blue Crew Functional area including the Tiger Pride Chair, Game Day Operations Chair, Student Events Chair and Crew Chair.
• Holds weekly functional area meetings
• Attends weekly board meetings
• Maintains 10 paid office hours a week
• Meets weekly with SAC Advisor
• other duties as assigned

**Director of Live Entertainment:**

• Oversees the Blue Crew Functional area including the Concert Series Chair, Film Series Chair, Speaker Series Chair and Novelties Series Chair
• Holds weekly functional area meetings
• Attends weekly board meetings
• Maintains 10 paid office hours a week
• Meets Weekly with SAC Advisor
• other duties as assigned

**Director of Ideas and Issues:**

• Oversees the Ideas and Issues functional area including the Monthly Series Chair and Current Events chair
• Holds weekly functional area meetings
• Attends weekly board meetings
• Maintains 10 paid office hours a week
• Meets weekly with SAC Advisor
• other duties as assigned

BLUE CREW FUNCTIONAL AREA:

Tiger Pride Chair
• Oversees Tiger Pride initiatives
• Oversees the Tiger Pride committee
• Manages Spirit Swaps
• Develops innovative ideas to create more Tiger Pride on campus and at games
• Holds weekly committee meetings
• Attends weekly functional area meetings
• Other duties as assigned

Game Day Operations Chair – NOT CURRENTLY OPEN
• Oversees game day operations for all athletic events
• Oversees the Game Day Operations committee
• Manages shuttles and game day parking
• Manages the Student Tailgating area
• Manages the Blue Wave and crowd surfer banner
• Holds weekly committee meetings
• Attends weekly functional area meetings
• Other duties as assigned

Student Events Chair
• Oversees the Student Event committee
• Serves as the Student Representative on the Spirit Committee
• Directly oversees all Homecoming planning
• Coordinates all Homecoming competitions
• Helps build and celebrate University of Memphis traditions
• Holds weekly committee meetings
• Attends weekly functional area meetings
• Other duties as assigned
Crew Chair – NOT CURRENTLY OPEN

- Manages the Blue Crew committee
- Holds weekly bi-committee meetings
- Sends weekly updates about upcoming ways to get involved, both with athletics and on campus
- Attends weekly functional area meetings
- Other duties as assigned

LIVE ENTERTAINMENT FUNCTIONAL AREA

Concert Series Chair

- Oversees the Concert Series Committee
- Plans and executes live music events on campus
- Holds weekly committee meetings
- Attends weekly functional area meetings
- Other duties as assigned

Film Series Chair

- Oversees the Film Series Committee
- Provides consistent movie entertainment for campus
- Holds weekly committee meetings
- Attends weekly functional area meetings
- Other duties as assigned

Speaker Series Chair

- Oversees the Speaker Series Committee
- Plans and executes speakers on campus. This can include speakers, comedians, topical entertainment, etc.
- Holds weekly committee meetings
- Attends weekly functional area meetings
- Other duties as assigned
Novelties Series Chair

- Oversees the Novelties Series Committee
- Plans and executes novelty events on campus. Including, but not limited to: Stuffed Tigers, Make Your Own Spirit Banner, Street Signs, etc.
- Holds weekly committee meetings
- Attends weekly functional area meetings
- Other duties as assigned

IDEAS & ISSUES FUNCTIONAL AREA

Monthly Series Chair

- Oversees the Monthly Series Committee
- Plans and executes monthly cultural and social justice events on campus. Including but not limited to: Black History Month, Women's History Month, Hispanic Heritage Month, Breast Cancer Awareness Month, etc.
- Holds weekly committee meetings
- Attends weekly functional area meetings
- Other duties as assigned

Current Events Chair

- Oversees the Current Events Committee
- Plans and executes events pertaining to campus, local and national current events
- Holds weekly committee meetings
- Attends weekly functional area meetings
- Other duties as assigned