

# **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 presidents 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