

Position	Description
<b>President</b>	The president serves to support all directors. He/she approves all proposed events and is responsible for coordinating all meetings, term plans, and managing directors. All directors will use the president as a resource for ideas and the execution of events, though the directors are given free range with creativity. The president is in charge of running meetings and serves as the direct connection between the Honors Program staff and HSAC. He/she keeps in regular contact with HSAC's professional advisor. The President is responsible for enforcing deadlines, ensuring the success of events, and boosting team morale.
<b>Vice President</b>	The vice president is the President's support. In the event that the President is unable to continue his/her duties, the VP takes charge. The VP is held responsible for checking in on directors and also assists directors in event planning as needed. The VP works closely with the Honors Outreach Director and Traditions Director in planning their major events.
<b>Treasurer</b>	The treasurer is responsible for submitting all funding requests, maintaining budget, and preparing SAFAC allocation documentation for the coming year. The treasurer works closely with the President, who is responsible for approving all events. Finally, the treasurer meets with HSAC's advisor twice a year following Student Activities requirements.
<b>Secretary</b>	The secretary is responsible for recording minutes at all meetings. The secretary will keep an updated DropBox of meeting minutes and attendance sheets and is also responsible for maintaining the HSAC Google Calendar. The secretary is responsible for following up with formal thank you notes when HSAC hosts professional events, and is responsible for keeping an updated record of all HSAC events. The secretary is also responsible for reserving rooms for general board meetings and all events.
<b>Senior Advisor</b>	The Senior Advisor is a former HSAC board member and serves to provide support and guidance to the the current board. He/she is knowledgeable about Drexel University student organization policies and procedures. The Senior Advisor is available for consult with President and VP along with any board members that need assistance throughout the year.
<b>Cultural Affairs Director</b>	The Cultural Affairs Director is responsible for planning one event each term that celebrates diversity at Drexel. Such events can include discussions on LGBT issues, world cultures, history of Philadelphia, ethnic cuisine, etc. The Cultural Affairs Director should partner with other student organizations that are culture-based.
<b>Academic Affairs Director</b>	The Academic Affairs Director is responsible for hosting one event per term. An educational speaker (faculty, professional, etc.) or documentary will be the focus of the event. The director should focus on creating a wide range of educational topics to attract as many different target audiences as possible. The AA sect of HSAC will have a sizable budget, and if need be we will seek funding from the Honors Program to supplement. Examples of AA activities would be dinner discussions, documentaries with a paired faculty mini lecture, etc.
<b>Recreation Director</b>	The Recreation Director is responsible for planning one or two events each term (with the help of the director's committee), such as a volleyball or basketball tournament (i.e. HSAC has an annual volleyball tournament each spring). The Recreation Director will focus on creating similar events each term with the help of his/her committee. The Recreation Director will work closely with the Recreation Center to plan such events successfully. One or two events should serve as a fundraiser for HSAC's Relay for Life team.
<b>Traditions Director</b>	The Traditions Director is responsible for continuing HSAC traditions and creatively forming new traditions that can be carried on by future members. These traditions follow the format of small giveaways, such as monthly free-food in the Honors Lounge, as well as much larger events, such as an annual Honors Student Award Ceremony. The Traditions Director is also responsible for assembling the quarterly HSAC Newsletter, which is dispersed at the beginning of each term. The duties of Traditions Director can vary based on new ideas brought by other directors, students, and/or Honors staff.

<b>Honors Outreach Director</b>	Honors Outreach Director will be responsible for hosting an Honors info session once each term. This info session will provide students of Drexel University with the opportunity to learn about the benefits of becoming an honors student. In addition, the Honors Outreach Director is responsible for coordinating one event each term within Honors Living Learning communities, and is also required to maintain a listserv of interested Honors students in volunteering. When it comes time for event planning, the Honors Outreach Director is the middleman between interested volunteers and HSAC directors. He/she acts as the volunteer coordinator to make sure that HSAC directors have enough help to run their events successfully.
<b>Alumni Relations Director</b>	The Alumni Relations Director is responsible for hosting a large networking event in the Spring term of each academic year. The Alumni Relations Director works closely with the Honors Program staff to recruit alumni to ensure a successful event. Because the Alumni Relations Director is responsible for only one event each year, the Alumni Relations Director is expected to help with planning of other directors' events throughout the fall and winter terms.
<b>Advertising Director</b>	The Advertising Director is responsible for creating and implementing flyers and advertisements for all directors' events. The Advertising Director may create a committee of honors students to help in this process and should utilize the Media Director. To ensure effective marketing for all events, the Advertising Director is required to make a schedule of deadlines for directors to follow in event planning. ADD WHO WHO ON DOING THE POSTERS PHYSICAL
<b>Media Director</b>	The Media Director manages all promotional and reflective media, including social media, photography, advertising (via web tools), and archiving. The Media Director will promote all HSAC events through social media, document all HSAC events through photography, and will provide the Communications Director and Traditions Director with necessary materials for compiling the quarterly newsletter and listserv emails.
<b>Communications Director</b>	The Communications Director is responsible for managing the face-to-face communications of HSAC. This includes checking the suggestion box weekly (located in the Honors Lounge), keeping updated on the bulletin board, and ensuring that physical advertising of HSAC is done in the Honors lounge, and Honors office. The communications Director is responsible for checking the HSAC email account daily and ensuring that messages are either answered or will alert the Director member to whom the email is directed. The Communications Director is also responsible for posting HSAC event posters around campus and supporting the Advertising Director when needed. **All HSAC board members are responsible for checking their emails daily, to ensure that no questions/messages are ignored
<b>Civic Engagement Director</b>	The Civic Engagement Director is responsible for coordinating yearly civic service campaigns. Each term, the Civic Engagement will host one event that will either bring attention to the cause for increased student and Drexel community awareness or a fundraising event. The Civic Engagement will be required to draft a campaign timeline with quarterly goals. The Civic Engagement Director will coordinate with other directors, especially Recreation and Traditions, to include fundraising in other events. The Civic Engagement Director will be responsible for sending monthly announcements of community service opportunities, including city clean-ups, 5k events, etc.
<b>Arts Director</b>	The Arts Director is responsible for planning one event each term that surrounds visual, audio or performing arts. Such events can include showings or performances on campus or throughout the City. In addition, each term the Arts Director will select and showcase Honors students with outstanding artistic capabilities.