

HSAC 2014-2015 ELECTIONS

POSITION DESCRIPTIONS

Director Positions: All Honors Students are eligible to apply for Director positions.

Event Planning Directors

Academic Affairs Director

The Academic Affairs Director is responsible for hosting one event per term. An educational speaker (faculty, professional, etc.), discussion, or tutorial 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 when needed will seek funding from the Honors Program to supplement. Examples of AA activities include dinner discussions, documentaries with a paired faculty, mini lecture, educational event, etc.

Alumni Relations Director

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 other directors' events throughout the fall and winter terms.

Arts Director

The Arts Director is responsible for planning one event each term that encompasses visual, audio or performing arts. Such events can include shows 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.

Civic Engagement Director

The Civic Engagement Director is responsible for coordinating yearly civic service campaigns. Each term, the CE Director will host one event that will either bring attention to a cause for increased student and Drexel community awareness or host a fundraising event. The CE Director 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.

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Cultural Affairs Director

The Cultural Affairs Director is responsible for planning two events each term that celebrate 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.

Honors Outreach Director

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 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.

Recreation Director

The Recreation Director is responsible for planning one or two events each term (with the help of the associate director 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 of the two events should serve as a fundraiser for HSAC's Relay for Life team.

Traditions Director

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 Traditions Director will work with the Advertising Director on the quarterly newsletter. The duties of Traditions Director can vary based on new ideas brought by other directors, students, and/or Honors staff.

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Marketing Directors

Communication Director:

The Communications Director is responsible for managing the communications of HSAC. This includes checking the suggestion box weekly (located in the Honors Lounge), keeping an updated bulletin board, and ensuring that physical advertising of HSAC is done in the Honors lounge, Honors office, and Honors Learning Community. The Communications Director is responsible for checking the HSAC email account daily and ensuring that messages are either answered or will alert the Director 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. **Though the CD is responsible for email monitoring, all HSAC board members are responsible for checking their emails daily, to ensure that no questions/messages are ignored.

Advertising Director:

The Advertising Director is responsible for creating and implementing flyers and advertisements for all directors' events. The Advertising Director should create a committee of HSAC members to help in the process of distribution and promotion. The Advertising Director manages all promotional and reflective media, including social media, photography, advertising (via web tools), and archiving. The Advertising Director will promote all HSAC events through social media, and document all HSAC events through photography.

Associate Board: All Honors Students are eligible to apply for Director positions.

Associate Board Member

The HSAC Associate Board is made up of several students who show exemplary leadership skills. This is an entry-level position ideally suited for a sophomore, but is also intended for applicants who feel their interests span a large number of roles. As Associate Board members, they support Directors and Officers by assisting in event planning and promotion, meeting and agenda coordination, etc. Associate Board members will gain valuable leadership experience by working with other members of HSAC's leadership team.

Officer Positions: Only students that have served on HSAC for at least one academic year are eligible to apply for Officer positions.

President

The president serves to support all directors. The President approves all proposed events and is responsible for

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coordinating and managing all meetings, term plans, and 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.

Vice President

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.

Treasurer

The treasurer is responsible for submitting all funding requests, maintaining an organized budget, and preparing the SAFAC and Honors application documentation for the coming year. The treasurer works closely with the President, who is responsible for approving all events. The treasurer meets with HSAC's advisor twice a year following Student Activities requirements.

Secretary

The Secretary is responsible for recording minutes at all meetings and reserving rooms for general board meetings and all events. The secretary will keep an updated DropBox of meeting minutes and attendance sheets and is also in charge of maintaining the HSAC Google Calendar and HSAC email. The secretary is responsible for following up with formal thank-you notes when HSAC hosts professional events, and must keep an updated record of all HSAC events. The Secretary also serves as the communications team leader, ensuring successful communication and advertising for all HSAC programming. The Secretary, in coordination with the Communications and Advertising Directors will create a timeline for event marketing for Event Planning Directors to follow.

Senior Advisor

The Senior Advisor is a former HSAC board member and serves to provide support and guidance to 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. The Senior Advisor is not required to attend mandatory meetings, but should be available for consult as needed.