

## **Student Programming Council Executive Director Position Description**

The SPC Executive Director is responsible and accountable to the Student Programming Council Board of Directors for providing leadership in the development of a well-balanced and successful program of cultural, educational, recreational and social programs suited to the needs and interests of the entire SIUC student body. The Executive Director ensures that all programs are delivered at an affordable cost to the students and produced in an effective and professional manner. The Executive Director also serves as the chief representative of SPC to all students and constituency groups.

### **Board of Directors Requirements**

1. Prepare and present all official Executive Committee business for approval by SPC Board of Directors.
2. Keep SPC Board of Directors and University Programming Office staff informed of all council decisions, programs and activities.
3. Schedule, post and maintain a minimum of 10 office hours per week within regular business hours during fall and spring semesters and 6 office hours during summer session.
4. Attend and participate in all SPC Board of Director required meetings, programs and events.
5. Support and represent all activities, decisions and personnel of the Student Programming Council.
6. Maintain regular/daily contact during breaks, with UPO staff and SPC Board of Director to manage council business, programs and events.
7. Develop a working knowledge of and operate within the rules, policies and procedures of the Student Programming Council and Southern Illinois University Carbondale
8. Develop and submit the proposed administration budget for the upcoming fiscal year for approval by the SPC Board of Directors.
9. Schedule time for training and facilitate the orderly transfer of power with the Executive Director-Elect.
10. Represent the best interests of the students on all business before the SPC Board of Directors and vote when required.
11. Perform other related duties as required by the SPC Board of Directors.

### **Executive Director Requirements**

1. Schedule, post and chair weekly SPC Board of Directors and Executive Committee meetings during fall and spring semesters.
2. Ensure that all council business is conducted in a professional manner and in accordance with SPC Policies and Procedures, the SPC Constitution and Roberts Rules of Order.
3. Mediate and resolve conflicts among all SPC Board of Directors and committee members.
4. Supervise the activities of all SPC Board of Directors and committee members and ensure that all responsibilities are being met.
5. Coordinate the recognition of SPC Directors, committee members and other supporters of SPC at the annual Year-end Banquet and throughout the year.
6. Serve as official scheduling officer for all SPC Board of Directors programs, events and meetings.
7. Manage the SPC Administration operating budget as approved by the SPC Board of Directors
8. Oversee the allocation and management of the SPC office space, files, resources and equipment.

9. Coordinate the annual internal SPC budget development process.
10. Oversee the management of all SPC budgets and ensure that all expenditures are appropriate.
11. Coordinate the preparation and representation of all funding requests and other business before USG and GPSC and the SIUC Administration.
12. Oversee the selection, appointment and removal of all members of the SPC Board of Directors.
13. Coordinate with the UPO staff, the training of all SPC Board of Directors members.
14. Ensure that SPC is establishing and coordinating a well-balanced program reflecting the needs and interests of the entire SIUC student body for cultural, educational, recreational and social events.
15. Schedule, plan and produce all SPC Board of Directors required programs and events in an effective and timely manner.
16. Develop and submit written evaluations of all SPC Board of Director required program and events in a timely manner.
17. Schedule and coordinate the annual SPC End of Year Banquet.
18. Develop relationships and represent the best interest of SPC to all students and constituency groups.

### **Executive Director-Elect Requirements**

1. Schedule, post and maintain a minimum of 5 office hours per week within regular business hours while serving as Director-Elect.
2. Attend and participate in all required Director-Elect meetings, events and training programs.
3. Attend and participate in as many SPC meetings and programs as possible.
4. Coordinate hands-on training and the orderly transfer of power with the current SPC Executive Director.

### **Eligibility Requirements**

1. Must be enrolled for a minimum of 6 credit hours at SIUC and attending classes.
2. Must have and maintain an overall grade point average of 2.00 or higher and be in good standing (academically and disciplinary) at SIUC.
3. Should have some direct experience with programming and knowledge of area resources.
4. Must have the ability to motivate and work with students, other SPC Directors, and university staff.

*Revised 3/31/06 DRD*