

Student Programming Council Director of Travel Position Description

The SPC Director of Travel is responsible and accountable to the Student Programming Council Board of Directors for developing a well-balanced and successful program of cultural, recreational, and educational trips and other related events suited to the needs and interests of the entire SIUC student body. These trips should be delivered at an affordable cost to the students and include day trips to shopping areas, sporting events, sightseeing locations, concerts and cultural events, as well as overnight trips during breaks and weekends to more distant destinations.

Board of Directors Requirements

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

Committee Director Requirements

1. Recruit and retain a sufficient number of committee members necessary to conduct business.
2. Schedule, post and chair weekly committee meetings during fall and spring semesters.
3. Keep committee members informed and involved in all committee business and decisions.
4. Delegate responsibilities to and supervise all activities of committee members.
5. Maintain the committee membership list and submit it to the SPC Director of Membership as required.
6. Serve as official scheduling officer for committee program, events and meetings.
7. Manage the committee operating budget as approved by the SPC Board of Directors
8. Organize and maintain committee office space, files, resources and equipment.

Programming Requirements

1. Establish and coordinate a well-balanced program reflecting the needs and interests of the entire SIUC student body for trip related events.

2. Plan and produce all committee programs and events in an effective and timely manner.
3. Develop and submit written evaluations of all committee program and events in a timely manner.
4. Seek out and secure co-sponsorships with student organizations, campus departments, community organizations and businesses.
5. Develop and implement effective promotional strategies for all committee programs and events.
6. Develop and maintain effective working relationships with travel agents, property and venue representatives, bus companies and members of the media.
7. Supervise all day of show activities as required to produce successful programs and events.
8. Develop and implement surveys of to determine the programming needs and desires of the students.
9. Develop understanding of current trends in the travel industry and conduct research necessary to determine potential and appropriate trips.
10. Negotiate with travel agents, property representatives, bus companies and venues, the best possible trip dates and prices.

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 Director-Elect required meetings, events and training programs.
3. Attend and participate in as many SPC Travel committee meetings and programs as possible.
4. Coordinate hands-on training and the orderly transfer of power with the current SPC Director of Travel.

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.
1. Should have some direct experience with programming and knowledge of area resources.
2. Must have the ability to motivate and work with students, other SPC Directors, and university staff.

Revised 3/31/06 DRD