



POLICY TYPE: **Job Description**  
 POLICY TITLE: **Director of Athletics and Campus Recreation**  
 APPROVED: January 16<sup>th</sup>, 2025  
 EFFECTIVE: May 1<sup>st</sup>, 2025

### **GENERAL RESPONSIBILITIES OF A BOARD MEMBER**

That any action(s) taken on behalf of SUCCI by any member of the Board of Directors, must be reflective of the view(s) of the Board.

1. Shall be responsible for giving a report, biweekly (via e-mail) to the Board of Directors based on their activities.
2. Shall inform the Board of Directors of correspondence, reports and business that pertain to SUCCI.
3. Shall take direction from the Board and be accountable to the Board.
4. Shall attend all board meetings.
5. Shall promote SUCCI services, events and activities to students, encouraging students to attend, participate or use the services available.
6. Shall produce a report at the end of each semester summarizing all achievements, goals, conferences attended, and committees involved with in accordance with the Board Reports Policy.
7. Shall submit a Conference Report (as per policy) after attendance of each conference on the sessions attended, and benefits to SUCCI.

### **POSITION SPECIFIC RESPONSIBILITIES**

8. Shall be available to students in the SUCCI Office for a minimum of four (4) hours per week. Office hours must be between the hours of 8:30AM-4:30PM. These hours shall be posted in the SUCCI Office and online.
9. Shall work in conjunction with the Administrator, Campus Recreation & Athletics to facilitate SUCCI's Campus Recreation, Varsity Athletics & Sport Programs.
10. Shall help in the preparation of the Campus Recreation and Varsity Athletics Budgets.
11. Shall be responsible for encouraging student involvement in all aspects of the Campus Recreation, Varsity Athletics & Sports Programs includes volunteers.
12. Shall assist with the preparations of the Campus Recreation for the upcoming year.
13. Shall have the opportunity to introduce a new Campus Rec activity during their tenure.



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14. Shall sit on any committees pertaining to the Campus Recreation and Varsity Athletics.
15. Shall attend and assist with the planning of the Campus Recreation and Athletics banquet in conjunction with the Administrator, Campus Recreation & Athletics.
16. Shall be required to attend a minimum of two varsity athletic and/or campus recreation events/activities per month.