



POLICY TYPE: **Job Description**
 POLICY TITLE: **Director of Social Events & Wellness**
 APPROVED: January 16th, 2025
 EFFECTIVE: May 1st, 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 and encouraging students to attend, participate or use the services available.
6. Shall produce a report at the end of each semester summarizing 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 have a minimum of four (4) hours per week spent in the service of SUCCI. One hour will be scheduled and posted on the SUCCI website. Three (3) hours will be flexible to accommodate assistance with administering, preparing and promoting events activities and programs of SUCCI. These scheduled office hours must be between the hours of 8:30AM – 4:30PM, there may be some exceptions to those hours depending on scheduled events.
9. Shall assist the Administrator, Events & Wellness I in all matters pertaining to social events and activities for students planned by SUCCI
10. Shall be an active member of SUCCI Programming Committee, and propose events, activities, speakers and entertainers to be considered by the committee and assist in the creation of a monthly events calendar.
11. Shall assist the Administrator, Events & Wellness in the selection of any groups or individuals who perform on campus. Shall be the SUCCI board representative for these groups or individuals.



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The Administrator, Events & Wellness shall negotiate and sign the contracts for groups or individuals performing at the College.

12. Shall seek feedback from students on social events, wellness and diversity events, and programs to assist in the creation of events and to help plan future events, campaigns, and programs.
13. Shall assist in the creation and promotion of General Interest Clubs on campus and help provide assistance and mentoring for these clubs.
14. Shall work closely with the Director of Student Life and Engagement, and Director of Athletics on events and activities to ensure we are providing programming that is of interest to students.