



POLICY TYPE: **Job Description**
POLICY TITLE: **Director of Special Events**
APPROVED: **March 22, 2010**

3.6

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 his/her 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 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 8:00 a.m. and 5:00 p.m. These hours shall be posted in the SUCCI Office, online, and advertised in the student newspaper.
6. Shall submit a Conference Report (as per policy) after attendance of each conference on the sessions attended, and benefits to SUCCI.
7. Shall organize and assist with special events that are sponsored by SUCCI. Special events may include open forums, lectures, seminars, guest speakers, SUCCI Elections, Thirsty Thursdays.
8. Shall assist the Administrator, Accounting & Programming on matters pertaining to social events planned by SUCCI.
9. Shall assist the Administrator, Account & Programming to coordinate staff and security for any special event that required such personnel.
10. Shall assist the Administrator, Account & Programming in the selection of any groups or individuals who perform at functions. Shall be the SUCCI board representative for these groups or individuals. The Administrator shall negotiate and sign the contracts for groups or individuals performing at the College.
11. Shall assist the Director of Communications in promoting the special events.
12. Shall assist in organizing September and January's orientation activities and events for students. September's events will be mainly organized by the President and possible Vice President (based on summer employment), while January's will be the Director of Special Event's.



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13. Shall be encouraged to submit regular articles to the Student Newspaper on activities and events relevant to your specific area of responsibility.
14. Shall produce a report at the end of each semester encapsulating all achievements, goals, conferences attended, and committees sat on.
 - a. As per End of Semester Report policy, your final honorarium will be withheld until completion of each report.