

# Committee Chair Responsibilities

2007-2008 Student Alumni Council - UTC



## Membership

The following positions automatically serve on the Homecoming Committee:

### *Secretary –*

serves on SAC Leadership Board & Executive Council, elected position. Takes minutes, assists with membership correspondence, takes roll at meetings.

*Membership Directors –* oversee membership social events, runs membership drives, supervises SAC hours, handles membership conflicts, recruits new members, organizes Blue and Gold Gala and SAC Installation, updates Blackbook participation board and discussion board, and organizes SAC/FAM membership benefits

### *Scrapbook Chair –*

maintains the SAC history photo album, tracking all SAC events for the year

### *Morale/Social Chair –*

organizes social events for SAC members and oversees Big/Lil mentor program

### *Favorite Faculty Chair –*

oversees the Favorite Faculty reception, makes invitations, gathers invites from members, reserves food and venue etc.

## Homecoming

The following positions automatically serve on the Homecoming Committee:

### *Homecoming Director -*

runs Homecoming committee, serves as SAC representative on campus and alumni office Homecoming planning committees, organizes SAC participation in homecoming

### *Golf Cart Committee –*

oversees the decoration and manning of the SAC golf cart in the homecoming parade

### *Banner Painting Committee –*

oversees the SAC homecoming banner

## Public Relations/Marketing

The following positions automatically serve on the Public Relations & Marketing Committee:

### *Public Relations/Marketing Director –*

Serves on SAC Leadership Board, directs the PR/Marketing committee, overall in charge of SAC public relations, including marketing materials and website, checks SAC email

### *Tradition Preservers Chair –*

Serves on SAC Leadership Board, interacts with campus departments, makes sure SAC is being promoted and advertised on campus, and chairs Tradition Preservers

### *Alumni Relations Chair –*

Serves on SAC Leadership Board, sits on Alumni Leadership Council, works to involve alumni in SAC events and activities, and also serves as ASAP District III Liaison

### *Website Chair –*

Updates the SAC website ([www.utc.edu/sac](http://www.utc.edu/sac)). Updates blackboard.

## Fundraising

The following positions automatically serve on the Fundraising Committee:

### *Treasurer -*

Elected position. Serves on SAC Executive Committee and Leadership Board. Directs the Fundraising committee, oversees all financial matters of SAC/FAM, responsible for working with chairs to create budgets/cost analyses on SAC events and activities and reports SAC financial affairs to alumni office

### *Silent Auction Chair –*

Directs and facilitates the SAC Silent Auction fundraiser, including acquiring auction donations, event venue and catering

### *Valentine's Gift Chair –*

Organizes the February Valentine's Gift event

### *Welcome/Final Exam Kit Chair -*

Directs and oversees the Freshmen Welcome Kits and Final Exam Kits fundraiser. Takes orders and collaborates with alumni office in communication with On Campus Marketing

## **Community Service**

The following positions automatically serve on the Community Service Committee:

### *Community Service Chair –*

Serves on SAC Leadership Board, directs the Community Service committee, organizes SAC involvement in campus and community service activities and events

### *Easter Egg Hunt Chair –*

Organizes and oversees the Easter Egg Hunt program in the spring.

### *Christmas Angel Tree Chair -*

Organizes and oversees the Christmas Angel Tree project, acquires the gifts, organizes the Christmas party where gifts are opened by the kids

## **Campus Events**

The following positions automatically serve on the Campus Events Committee:

### *Founders Day Chair –*

Organizes the activities for the major Founders Day event held on/near September 15

### *Oak Street Roast Chair –*

Works with Student Development in organizing Oak Street Roast event

### *Real World 101 Chair -*

Organizes Real World 101 events, including Senior Sendoff Social, Graduation Celebration, Last Lecture and commencement activities for seniors.

### *Athletics Support Chair –*

Works with athletics department to hype up student athletic involvement/spirit. Also organizes hosts for athletic events (especially for basketball games)

### *Fine Arts Support Chair –*

Works with Fine Arts Center with hosting events and parties. Also works to involve more students in art programs and events.

### *Academic Hosting Chair –*

Works with the academic colleges with hosting events

### *Dinner with 12 Stranger Chair –*

Organizes and facilitates the Dinner with 12 Strangers (Mocs Alumni) including to recruit alumni hosts, students and campus faculty

### *Trading Places –*

Facilitates Trading Places program in spring, including the prizes, tickets, chancellor's breakfast and schedule.