

**Student Programming Council  
Director of Homecoming  
Position Description**

The SPC Director of Homecoming is responsible and accountable to the Student Programming Council Board of Directors for developing a well balanced and successful program of events during Homecoming and other all campus traditional events suited to the needs and interests of the entire SIUC student body. These events should include the Homecoming Parade, King and Queen Elections, and Coronation Ceremony. The SPC Director of Homecoming also serves on the SIUC Saluki Family Weekend/Homecoming Coordinating Committee as an official SPC representative.

**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 Student Engagement staff informed of all committee decisions, programs and activities.
3. Schedule, post and maintain a minimum of 6 office hours per week within regular business hours during fall and spring semesters.
4. Attend and participate in all SPC Board of Director required 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 OSE staff and SPC Executive Director to manage committee business, programs and events.
7. Develop a working knowledge of and operate within the rules, policies and procedures of the Student Programming Council and Southern Illinois University Carbondale
8. Develop and submit the proposed committee budget for the upcoming fiscal year for approval by the SPC Board of Directors.
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10. Schedule time for training and facilitate the orderly transfer of power with the Director-Elect.
11. Represent the best interests of the students and vote on all business before the SPC Board of Directors.
12. Perform other related duties as required by the SPC Board of Directors.

**Committee Director Requirements**

1. Recruit and retain general committee members as needed to conduct business.
2. Attend and lead weekly event meetings following the Board of Director meetings.
3. Keep event committee members informed and involved in all event business and decisions.
4. Delegate responsibilities to and supervise all activities of event committee members.
5. Manage the concert event operating budget as approved by the SPC Board of Directors
6. Organize and maintain the 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 SIU Carbondale student body.
2. Plan and produce all event programs and events in an effective and timely manner.
3. Develop and submit written evaluations of all 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 the City of Carbondale, Campus Security, junior high and high school band directors, local community groups, politicians and businesses, SIU Alumni Association, Saluki Athletics, Marching Salukis, University News Service 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 entertainment industry and conduct research necessary to determine potential and appropriate programs.
10. Plan, staff and coordinate the SIUC Homecoming Parade, King and Queen Elections, Coronation Ceremony.
11. Attend all meetings of and represent the interest of SPC to the Saluki Family Weekend/ Homecoming Coordinating Committee.

## **Director-Elect Requirements**

1. Schedule, post and maintain a minimum of 3 office hours per week within regular business hours while serving as Director-Elect.
2. Attend and participate in all required Director-Elect meetings, events, and training programs.
3. Attend and participate in as many SPC committee meetings and programs as possible.
4. Coordinate hands-on training and the orderly transfer of power with the current SPC Director of Homecoming.
5. Meet with your Graduate advisor and the current director weekly.

## **Eligibility Requirements**

1. Must be enrolled for a minimum of 6 credit hours as an undergraduate or 3 credit hours as a graduate at SIUC
2. Must have and maintain an overall grade point average of 2.30 or higher as an undergraduate and an overall grade point average of 3.25 as a graduate student as well as in good standing both academically and disciplinary at SIUC.
3. Should have some direct experience with programming and knowledge of area resources.
4. Must have the ability to motivate and work with students, other SPC directors and university staff.