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Student Programming Council
Vice Executive Director
Position Description

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The SPC Vice Executive Director is responsible and accountable to the Student Programming Council Board of Directors for ensuring the operation of the entire organization is completed in an organized and professional manner. The Vice Executive Director maintains all official SPC documents, monitors the use of all SPC budgets and prepares agendas, reports and minutes for all SPC Board of Directors meetings and ensures that all programming committees are producing the best programs possible in an effective and professional manner.

Board of Directors Requirements

1. Prepare and present official business for approval by SPC Board of Directors.
2. Keep SPC Board of Directors and Student Engagement staff informed of all 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 and 6 office hours per week during summer session.
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 Board of Director to manage council 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 budget for the upcoming fiscal year for approval by the SPC Board of Directors.
9. Schedule time for training and facilitate the orderly transfer of power with the Director-Elect.
10. Represent the best interests of the students and vote on all business before the SPC Board of Directors.
11. Perform other related duties as required by the SPC Board of Directors.

Vice Executive Director Requirements

1. Coordinate the duties of the committee director when a vacancy occurs including supervising committee members and managing programming responsibilities.
2. Coordinate SPC committee programs and events during New Student Orientation.
3. Collect, organize and maintain all program evaluations and ensure that they are submitted in a complete and timely manner.
4. Encourage and coordinate the development of new programs and committees within SPC.
5. Coordinate SPC general committee member recruitment programs and oversee all committee member recruitment efforts by SPC committees.
6. Collect committee membership information and prepare up-to-date and accurate SPC membership lists.

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7. Manage the allocation and monitor the use of office supplies, office space, computers, keys and other SPC equipment.
8. Collect items for, prepare and distribute agendas for all SPC Board of Director meetings.
9. Coordinate the recording and distribution of minutes of all SPC Board of Director meetings.
10. Collect, maintain and recommend updates as needed for all official SPC documents, forms and files including SPC Constitution, Bylaws and all policies and procedure.
11. Coordinate, with the OSE staff, the training of all SPC Board of Director members.
12. Monitor the use of all SPC budgets and ensure that all expenditures are appropriate.
13. Prepare and distribute on a regular basis SPC Budget Use Summaries.
14. Collect information and prepare budget reports as directed by the Executive Director.

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 Marketing.
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.

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