

Stern College for Women Student Council (SCWSC) **Position Descriptions**

All council members will be responsible for attendance at Orientation, and scheduled Shabbatons, including but not limited to YUNite and Beren Unite as well as the weekly Shabbat rotation, acting as liaisons for SCWSC student organizations, weekly SCWSC meetings, co-chairing one campus wide event (Welcome Back events, Chanukah, Purim, YOMS, or Cram n' Crunch), reaching out to the student body to create relationships and gain feedback, as well as serving as role models for students.

President is responsibilities include coordinating and running weekly meetings, overseeing operations of all clubs, overseeing all council run events, working with other council Presidents to run school-wide programs and has final budget approval for all programs.

Vice President of Clubs is responsible for all nonacademic student organizations. The VP of Clubs will assign each club a liaison, and will oversee the event request spreadsheet, and ensure that each liaison is constantly checking the sheet. The VP of Clubs will keep track of how many events and of what kind each club runs each semester.

Vice President of Academic Affairs will serve as the liaison for all academic clubs on campus. The VP of Academic Affairs will work with the Academic liaison of the Student Life Committee to relay input from the student body to the academic administration.

Public Relations Secretary is responsible for all social media and advertising for Facebook. This includes flyers for SCWSC events, and ensuring the spread of critical information to the student body.

Skills include: creativity, excellent graphic design, marketing experience, willingness to put together last minute materials.

Treasurer will oversee the handling of all SCWSC finances. They will meet consistently with the Office of Student Life and check in often with the online system and Event Request Form to ensure a responsible budget for SCWSC programs. The treasurer will also keep a separate spreadsheet of how much each club is spending per semester.

Torah Activities Council (TAC) **Position Descriptions**

All council members will be responsible for attendance at Orientation, acting as liaisons for TAC student organizations, weekly TAC meetings, co-chairing one campus wide event (Welcome Back events, Chanukah, Purim, or YOMS), attendance at YUnite, Beren Unite, TAC/SOY and TAC Shabbaton's as well as Shabbat on campus rotation, reaching out to the student body to create relationships and gain feedback, as well as serving as role models for students.

President is responsible for coordinating and running weekly meetings, overseeing operations of all clubs, overseeing student involvement of Shabbat on campus, working with other council Presidents to run school-wide programs and has final budget approval for all programs.

Vice President of Speakers is responsible for organizing all Jewish related speakers on campus. This involves working closely with clubs who want to bring in speakers as well as Academic Departments, the Office of Spiritual Guidance, or teachers from Israel seminaries, and coordinating times, honorariums, dates, and details with speakers. VP of Speakers will be the point person on campus for bringing in Jewish related speakers.

Vice President of Shabbat will pay special attention to enhancing and coordinating Shabbat on campus, working closely with the Shabbat Enhancement Committee. VP of Shabbat will assign roles and rotations for council members and SEC members and work with students to get critical feedback to create a student-centered experience.

Public Relations Secretary is responsible for all social media and advertising for Facebook. This includes flyers for TAC events, weekly Shabbat flyers, and ensuring the spread of critical information to the student body.

Skills include: creativity, excellent graphic design, marketing experience, willingness to put together last minute materials.

Treasurer will oversee the handling of all TAC finances. They will meet consistently with the Office of Student Life and check in often with the online system and Event Request Form to ensure a responsible budget for TAC programs. TAC council members will approve budgets for events by the Treasurer. The Treasurer will also keep a keen eye on effective spending methods and provide innovative solutions for clubs to run cost-effective events.

Sy Syms School of Business Student Council (SSSBSC) **Position Descriptions**

All council members will be responsible for attendance at Orientation, and scheduled Shabbatons, including but not limited to Syms Shabbaton, YUNite and Beren Unite, acting as liaisons for SSSBSC student organizations, weekly council meetings, co-chairing one campus wide event (Welcome Back events, Chanukah, Purim, or YOMS), working on the SSSBSC dinner, reaching out to the student body to create relationships and gain feedback, as well as serving as role models for students.

President responsibilities include coordinating and running weekly meetings, overseeing operations of all clubs, overseeing student involvement of Shabbat on campus, working with other council Presidents to run school-wide programs and has final budget approval for all programs..

Vice President works with the clubs by helping them plan their events and getting them approved. Acts as part of various committees with members from other councils for campus and university wide-events such as Chagigas and the Yoms, to help plan and run successful programming. Also helps with the planning and running of council events such as the SSSBSC Dinner.