

SHAC Officer Duties & Nomination Form

Chair The Chair of SHAC shall serve as the executive officer of the board, call and preside over meetings, coordinate all committee activities, serve as the board's representative in campus and SHC affairs, appoint and establish ad hoc committees as necessary, and routinely review the SHAC agenda with the SHC Director. The Chair approves all staff, faculty, and administrative nominations for membership. The Chair shall oversee the completion of a semi-annual report each semester, to be submitted to the SHC Director, AS Secretary, University President and any other student group which may request this information.

Vice-Chair The Vice-Chair assists with the performance of all activities, presides in the absence of the Chair, and oversees the production, administration and review of the SHC Surveys.

Secretary The Secretary shall keep accurate and complete minutes of all formal SHAC meetings and distribute the minutes to the SHC Director, AS Secretary, to all committee members and to all student groups requesting this information. The Secretary is responsible for posting agendas to comply with the Open Meeting Act.

Treasurer The Treasurer shall be responsible for coordinating and implementing all fiduciary activities, maintaining an accurate record of all SHAC finances, and submitting SHAC requests for AS funds.

Ambassador The Ambassador shall oversee the recruitment of new members and is responsible for publicity and public relations. The Ambassador shall maintain the SHAC bulletin board in the waiting room of the SHC.

SHAC Officer Nomination Form

Name: _____

E-Mail: _____ Phone: (____) _____

Mail Address: _____

Position Desired: _____

Please note that all nominees will have the opportunity to give a short (3 minute) overview as to why they would best be suited for this position upon our next meeting.