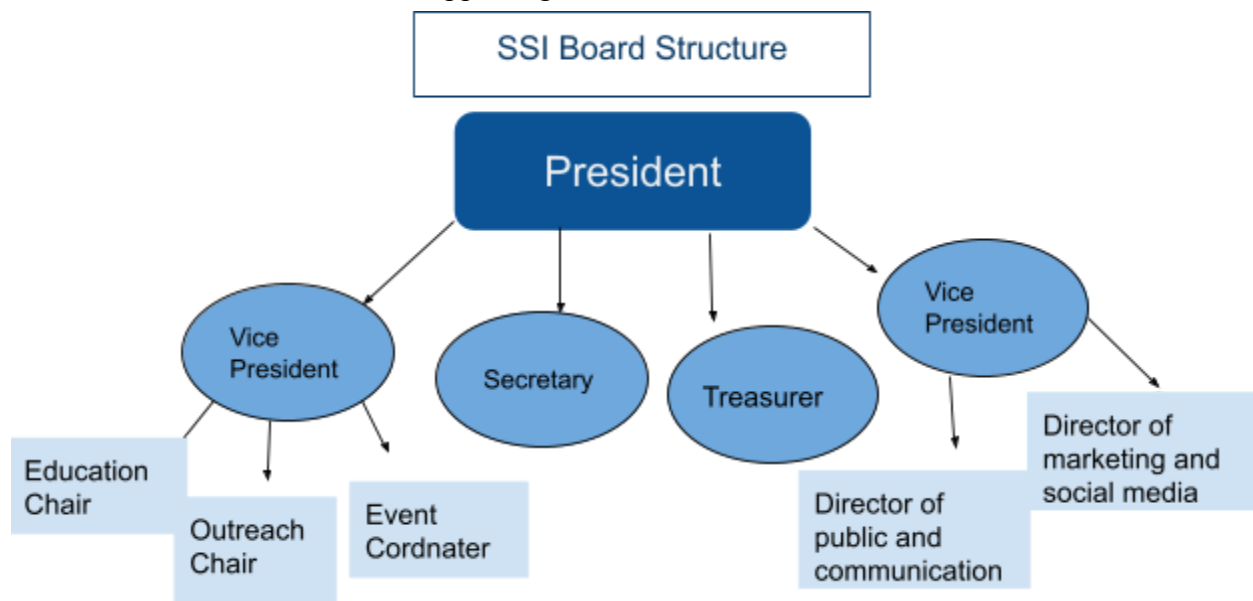


Student Supporting Israel Board Member structure



Roles and Responsibilities:

President: The president is the face of the organization, and oversees all operations occurring within the student group. All external interactions as well as all internal operations are mediated and managed by the president. This includes the planning of events, the implementation of events, marketing, communications, the managing of finances, as well as all strategic planning. Strategic planning entails the writing of agendas for board meetings, ensuring that the needs of the organization are always met, planning out the thematic goal for the year, and fostering a cohesive environment for board members and general members. It also includes directing the board meetings. All questions, requests, and roles to be completed by other board members are directed through the president—the president has an active hand in ensuring the success of the student group and on top of his or her own commitments, the president fulfills the commitments of all other board positions as well, should the other board members be unable to do so. Lastly, the president is responsible for promoting every meeting and event, and increasing the membership and awareness of the club.

Vice President: The vice president is responsible for supporting the president in each of the president's previously outlined tasks, as well as being an available primary contact for events or any incidents that might arise, and helping manage social media. The vice president acts as president-interim in scenarios where the president is unable to fulfill their duties or assist other board members (e.g. if the president is ill, unable to assist due to religious obligations, or any other University Excused Absence).

Treasurer: The treasurer is responsible for creating the budget with the president and vice president. In addition, he or she maintains the student group's finances and tracks all spending to ensure it is in line with the budget. The treasurer also manages separate budgets from the national organization, is the owner of the student group's bank account, and ensures that money spent by the student group fits properly with the allocations given.

Marketing Chair: The marketing chair is responsible for the organization and dissemination of all media pertaining to the student group. This includes the oversight of all social media and all campus media. Their responsibility also includes the printing and placing of physical flyers around campus, and any other sort of advertising that pertains to the student group. The marketing chair also participates in the planning of marketing strategy alongside the president and vice president, and oversees two smaller board positions related to marketing.

1. Social Media
2. Campus Media

Public Engagement Chair: The public engagement chair is the primary contact for all board members with regards to the physical setup of events and other student group activities such as tabling. He or she must purchase all food and decorations necessary for the event, as well as manage the setup of such items at the actual event. The public engagement chair also reserves all necessary spaces for events, including classrooms or otherwise. It is their job to ensure that everything that is needed for the event to be a success is present, accounted for, and properly implemented. The public engagement chair also oversees the roles of three smaller board member positions.

1. Tabling
2. Education
3. Special Programs

Secretary: The secretary is responsible for taking meeting notes during board meetings and organizing the plans outlined by the president. Beyond this, the secretary is responsible for assisting the president with any given task, and operates outside the jurisdiction of the vice president—the secretary only reports to the president.

Outreach Chair: The outreach chair is responsible for all internal and external outreach for the student group. This includes being the point person when interacting with faculty and other student groups. The outreach chair is responsible for making coalitions with other student groups, and maintaining sign-up sheets for all events. The outreach chair must then translate the information on the sign-up sheet to the

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student group registry, and subsequently merge this registry to the student group's email list.

Education Chair: The education chair is responsible for researching current and past events pertaining to Israel, and organizing this information to present to the board members at board meetings. The education chair is also tasked with providing educational content to the marketing chair and public engagement chair when planning marketing and events, respectively. When researching topics for educational activities, the education chair's role is limited to simply providing the facts of the topic; all opinions and perspectives will be left to discuss among those discussing said topic.