**Commons Council Exec Positions 2015-2016**

Questions? Contact Terisha Kolencherry at: tkolencherry@smu.edu

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**Chief of Staff (filled)**
- Assist the President in his or her duties
- Serve as President in his or her absence
- Serve as part of the Executive Board
- Oversee any proposals to use CC funding and distribute proposals
- Keep detailed budget record
- Present budget update at each meeting
- Has one vote unless acting as President

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**Secretary**
- Record and document all Virginia-Snider CC events
- Coordinate a Virginia-Snider scrapbook
- Maintain and continuously update the Virginia-Snider CC bulletin board
- Maintain and distribute minutes for all CC meetings
- Track attendance at CC meetings

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**Public Relations Chairs (2)**
- Work with The SMU Daily Campus and any other University organizations on the promotion of the Virginia-Snider Commons and its events.
- Work on any advertising and promotion of the Virginia-Snider Commons and its events for the Commons
- Design promotional items for the Virginia-Snider Commons
- Maintain all social media and official University outlets (i.e., Orgs@SMU, WordPress) for VS.

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**Spirit Coordinator**
- Work with Assembly Chair to coordinate Commons Cup Events
- Attend weekly meetings in relation to Commons Cup
- Work with Programming Chair to promote VS pride and traditions

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**Programming Chair**
- Coordinate with RA staff to promote VS events and plan programs
- Check in with Floor Presidents to ensure programming
- Work with Spirit Coordinator to

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**Community Service Chair**
- Coordinate and oversee the implementation of service initiatives for the community
- Responsible for the coordination of

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**Floor Presidents**
- Work with RAs to put on floor events (2 per semester)
- Act as the voice of all affiliated members from each Floor President's

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**Faculty Affiliate Coordinator**
- Coordinate programming with Faculty Affiliates
- In addition to Exec Board positions you can apply for Committee Co-Chair positions
  - Boulevarding Committee (plans logistics for the VS tent on the Boulevard)
  - Commons Dinner Committee (plans Commons Dinners)
  - Constitution and Bylaws Committee (re-write the Virginia-Snider bylaws)
  - Homecoming Committee (helps with homecoming activities)
- Committee Co-Chairs are not required to attend all Commons Council meetings, only the ones their committee is relevant to.
- Additionally, you can join a committee (no application) and help out with things like Commons Dinner, Homecoming, and the Boulevard.
- Applications are all due by Saturday August 29th at 11:59 PM
- You MUST sign up for an interview slot when you fill out the application
  - The interview signup link will appear after you submit the form
- Interviews for Exec Board will be held August 31st and September 1st
  - You only need to sign up for ONE interview, even if you’re applying for an Exec and a Co-Chair position
  - If you’re applying for both, select an interview time on August 31st/September 1st
- Interviews for Committee Co-Chair positions will be held September 3rd and 4th
- As the school year progresses, other committee co-chair positions will open up and new committees are formed.
- Elections for Floor Presidents will be held later in September.