Commons Council Positions 2015-2016

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

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

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 the Virginia-Snider Commons

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

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 promote VS pride and traditions

Community Service Chair
- Coordinate and oversee the implementation of service initiatives for the community
- Responsible for the coordination of Virginia-Snider participation in SMU sponsored events

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 respective floor in CC Meetings