



## **Student Association Executive Board and Cabinet Director Requirements and Expectations**

### **EXPECTATIONS**

All Cabinet Directors (Programming Board, Special Interest Board and Marketing Board) will:

- Schedule, post and maintain a minimum of 5 office hours per week within regular business hours during fall and spring semesters.
- Attend Cabinet weekly required meetings (on Monday nights at 8pm), one-on-one meetings with direct reports to the Executive Board.
- Attend Cabinet Director Transition meeting in Spring and Camp Cabinet retreat in Fall.
- Maintain regular contact with Director of Student Activities to manage budgets, programs and events.
- Develop a working knowledge of and operate within the rules, policies and procedures of the Student Association, Colvard Student Union, Student Organization policies, and Mississippi State University.
- Maintain committee budget and request funds through from direct report.
- Complete all Org Sync event forms at the beginning of each semester for planned events. Assistant Director of Student Activities and will sign-off.
- Complete Program Checklist form and Event evaluation form.
- Complete other tasks as assigned by SA President.
- Represent the best interests of the students.

### **ELIGIBILITY**

Applicants should be full-time students on the Starkville campus. Must be in good academic and disciplinary standing at the time of selection and maintain good standing throughout the term of the position.