

Responsibilities of the Executive Board

Executive Director

- Maintain direct communication with the MHC Advisor (Dr. Gomez)
- Final approval on all endeavors of the Board
 - Supervise general Board operations and meetings
- Oversee MHC Executive projects (non-programming initiatives)
- Coordinate with other entities within SGA (main contact for Agencies, Bureaus, Senate, etc.)
- Meet with the Assistant Director weekly to ensure Executive Board operations run smoothly
 - Meet with individual Board members on an as-need basis

Assistant Director

- Fulfill responsibilities of Executive Director in the event of an absence
- Oversee internal operations of the Board of Directors (i.e., delegate tasks, enforce deadlines, check in on progress, etc.)
- Assist the Executive Director as needed
 - An additional point of contact for other SGA entities (Agencies, Bureaus, etc.)
- Meet with the Executive Director weekly to ensure Executive Board operations run smoothly
 - Create weekly Board overviews

Director of Finance

- Oversee the MHC budget and outline how to utilize allocated funds
 - Create a financial spreadsheet on Google Sheets that can be accessed by all Board members
 - Maintain accurate records of financial endeavors, costs, and money expenditures
 - Compile and file receipts and invoices
- Create a “Financial Manual” to be stored on the MHC Notion
 - Will outline how to manage the budget, how to fill out Purchase Requests, etc.
- Coordinate with the Director of Outreach to obtain and ensure proper execution of organizational sponsorships
 - Discuss pricing, fundraising opportunities, etc.
- Assist the Executive Director and Assistant Director with SGA financial requests
 - Senate Budget Week and Sweepings proposals
- Draft Purchase Requests as needed

Secretary

- Take accurate, detailed minutes of all MHC Board meetings
 - Email Ben Young with meeting minutes for publication
 - MHC copy to be placed within MHC Google Drive
- Monitor all MHC Gmail correspondence
 - Forward emails pertaining to programming, marketing, etc. to appropriate Board members
 - Maintain Google Sheets of current, active correspondence
 - Date received, sender, content, appropriate Board member, deadlines (if any), date replied to, current status
- Maintain and organize attendance records of all GBMs, MHC events, and Board meetings
 - To be placed within the MHC Google Drive

Director of Programming

- Plan all General Body Meetings and individualized MHC events per semester
 - Generate theme ideas, material lists, PowerPoint slides, etc.
 - Ensure prospective guests for programming initiatives are approved and confirmed
 - I.e., Speakers, tablers, vendors, etc.
 - Fill out “Event Proposals” through Nole Central to ensure MHC programming initiatives can be executed
 - Reserve appropriate programming spaces through Mazevo in a timely manner (**minimum nine business days in advance**)
- Oversee Programming Committee and ensure committee members are contributing to GBM and MHC event planning/execution
 - Oversee the application process; compile a list of prospective members
 - Coordinate with the Executive Director and Assistant Director for final acceptance of committee member applications
- Attend all GBMs and MHC events to ensure smooth execution
 - Lead GBMs (present PowerPoint)
- Respond to email correspondence and Instagram direct messages pertaining to potential programming initiatives
 - Draft correspondence after receiving confirmation from the Executive Director (forward or inform the Executive and Assistant Director of these messages)
- Coordinate with Directors of Marketing and Outreach on upcoming programming initiatives
 - Ensure that promotional materials are generated and released at appropriate times (**minimum five days before the proposed event**)

Director of Outreach

- **Oversee Market Wednesday and other tabling opportunities**
 - Manage table decorations, generate tabling activities, etc.
 - Sign up for a table each week (Nole Central)
 - Update the Board on the following Market Wednesday activity on a weekly basis
- **Oversee the operations of the Outreach Committee**
 - Enforce Wednesday availability and commitment to Market Wednesday shifts
 - Encourage committee members to provide ideas for tabling opportunities
 - Oversee the application process; compile a list of prospective members
 - Coordinate with the Executive and Assistant Director for the final approval of committee members
- **Coordinate with on and off-campus resources for promotional and sponsored opportunities**
 - Coordinate with the Director of Finance on promotional correspondence
- **Fill out “Outreach Forms” as necessary to ensure CAPS attendance at relevant programming initiatives**

Director of Marketing

- **Generate all informational, promotional, and educational material pertaining to the MHC**
 - Posters, Instagram graphics, t-shirts, etc.
- **Maintain updated social media presence through Instagram and GroupMe**
 - Weekly posts on Instagram
 - Informational posts, mental health awareness posts, and event graphics.
 - GroupMe
 - Create a weekly schedule for potential messages (can be generic to be used for the entire year)
 - To be placed within MHC Google Drive
 - Affirmations every other day, event information, polls, etc.
- **Coordinate with the Assistant Director to make bi-weekly graphics/posts concerning mental health awareness**
 - I.e., focus on one mental health issue, etc.

General Board Meeting Itinerary:

1. Mental Health Check-In
2. Reconnaissance on week's events

3. Board Member Reports
4. Active Initiatives
5. Following Week's Programming
6. Final Notes