Constitution and Guidelines by SVC Position

**President**

*Constitution:*
The duties of the President are as follows:

- Attend and coordinate all meetings.
- Prepare the agendas for meetings, retreats, and trainings.
- Manage the organization’s activities and officers.
- Responsible for filling out paperwork for space reservation for meetings when needed.
- Create and cultivate on-going service component.
- Meet with executive board members and advisor(s) on a weekly basis.
- Assist in planning of the SVC programming.
- Vote in case of a tie.
- Hold six (6) office hours per week.
- Call special meetings with Executive Board as needed.
- Develop and foster collaborative relationships with service organizations
  - Coordinate Student Organization (with service emphasis)
  - Roundtables

*Guidelines:*

- Send meeting agenda at least two business days in advance for amendments
  - Provide final version the night before the meeting day
- Coordinate all meet logistics including day, time, location, and purpose
  - Unless it is an emergency meeting, all dates set should be given at least two weeks in advance
  - Prepare materials and agenda beforehand with advisors
- Provide support and facilitate constructive dialogue between members and for organizational growth
  - Set a specific form of check-in with members
- Encourage leadership development through providing on-campus opportunities to members
Public Relations/Recruitment Coordinator

Constitution:

- Responsible for coordinating, posting, and overseeing all SVC marketing material.
- Develop and execute public relations plan for SVC.
- Recruit students to volunteer and new officers.
- Upkeep of social media.
- Maintain the SVC website.
- Market and encourage students to submit service hours to iCAT.
- Maintain email account.
- Attend all meetings.
- Hold five (5) office hours per week

Guidelines:

- Manage all projects produced by University and/or LBJSC Marketing
- Coordinate the ordering and distribution of merchandise
- Reach out to student organizations, faculty, and staff to encourage collaboration
- Keep interested student body up to date with events and ways to get involved
  - “Go-to” list of volunteers
Philanthropy Coordinator

Constitution:
The duties of the Philanthropy Coordinator are as follows:

- Attend all meetings.
- Coordinate fundraisers for organization.
- Coordinate planning of the SVC programming:
  - Bobcat Acts of Kindness
- Responsible for completing off-campus solicitation and space reservation paperwork for fundraisers
- Assist in planning of the SVC programming.
- Hold four (4) office hours per week.

Guidelines:

- Coordinate Bobcat Acts of Kindness for two semesters
  - Ensure green forms are filled out for funding two weeks in advance
  - Produce ten minute educational session to begin Bobcat Act of Kindness
- Reach out to various Hays County agencies to understand need and ways in which Bobcat Act of Kindness can assist
- Align local, national, and international days of recognition/service to Bobcat Act of Kindness to encourage collaboration
Event Coordinator: Education

Constitution:
The duties of the Education Coordinator are as follows:

- Coordinate educational information and activities for all major SVC events
- Coordinate trainings for all SVC members to allow for well-versed understanding of social issues and facilitation skills
- Work closely with Community Outreach Coordinator and Event Management Coordinator to ensure partner agencies needs are aligned with work done on campus
- Attend all meetings.
- Hold four (4) office hours per week.

Guidelines:

- Compile research on specific social issues being worked on by SVC
- Create fun, interactive ways of educating participants in social issue and how to become more involved in creating positive change
- Train other members on facilitation
- Manage social justice and service seminars for any interested student organizations or departments
  - Work closely with USAC and other minority represented organizations
Event Coordinator: Community Outreach

Constitution:
The duties of the Community Outreach Coordinator are as follows:

- Coordinates service initiatives with local community agencies in Hays County for all SVC events
- Coordinates service matches between community agencies and campus organizations for most positive impact
- Manages data base of community agencies and campus organizations
- Serve as liaison to Student Involvement for service based programs
- Work closely with Education Coordinator and Logistics Coordinator to ensure partner agencies needs are aligned with work done on campus
- Attend all meetings.
- Hold four (4) office hours per week.

Guidelines:

- Links community agencies to SVC programming, student organizations, or larger campus events involving service initiatives
- Works closely with Student Involvement as liaison
- Manages all tabling events for SVC
Event Coordinator: Event Management

Constitution:
The duties of the Event Management Coordinator are as follows:

- Responsible for coordinating and submitting required documentation to appropriate individuals
- Create and manage program timelines for each month
- Manages and maintains post event documents
- Work closely with Community Outreach Coordinator and Education Coordinator to ensure partner agencies needs are aligned with work done on campus
- Work closely with Education Coordinator and Logistics Coordinator to ensure partner agencies needs are aligned with work done on campus
- Attend all meetings.
- Hold four (4) office hours per week.

Guidelines:

- Manages all green forms and room reservations for major SVC programming
- Upkeeps Google Spreadsheet and archives of SVC programming
  - Coordinates completion of programming evaluations
Bobcat Break Chair

Constitution:
The duties of the Bobcat Break Chair are as follows:

- Responsible for selection and supervision of Bobcat Break site leaders.
- Responsible for providing guidance and assistance in planning and programming of Bobcat Break to Site Leaders.
- Responsible for marketing and recruitment of Bobcat Break attendees.
- Responsible for interviews and selection of Bobcat Break attendees.
- Responsible for membership development of Bobcat Break attendees.
- Attend all meetings.
- Hold five (5) office hours per week.

Guidelines:

- Walk Site Leaders through planning expectations and timeline
- Delegate assignments appropriately for entire Bobcat break programming
- Train Site Leaders on facilitation, reflection, and reorientation
- Encourage alignment of SVC programming and Bobcat Break involvement
- Manage Bobcat Break Takes San Marcos
- Encourage constructive dialogue between participants, Site Leaders, and Chair to improve experience
- Manage the preparation of reveal and reorientation of Bobcat Break program
Bobcat Break Site Leader

Constitution:
The duties of the Bobcat Break Chair are as follows:

- Responsible for selection and supervision of Bobcat Break site leaders.
- Responsible for providing guidance and assistance in planning and programming of Bobcat Break to Site Leaders.
- Responsible for marketing and recruitment of Bobcat Break attendees.
- Responsible for interviews and selection of Bobcat Break attendees.
- Responsible for membership development of Bobcat Break attendees.
- Attend all meetings.
- Hold five (5) office hours per week.

The duties of the Bobcat Break Site Leader are as follows:

- Commit to attending Bobcat Break.
- Attend all Bobcat Break meetings.
- Facilitate Bobcat Break group meetings in accordance with 8 components of a quality alternative break trip.
- Select and coordinate logistics for one trip.
- Spring Break Site Leader (3)
  - Responsible for marketing/recruitment of all trips.
  - Responsible for coordinating fundraising for Bobcat Break.
  - Responsible for coordinating the selection process.
- Winter Break Site Leader (1)
  - Responsible for recognition/reflection after all trips
  - Responsible for coordinating fundraising for Bobcat Break
  - Responsible for coordinating the selection process
- Hold four (4) office hours per week.

Guidelines:

- Attend ongoing training for Bobcat Break programming and follow timeline of trip planning
- Research and understand social issue, becoming an expert for your Bobcat Break group
- Create fun, creative ways to teach participants about the social issue and importance of service
- Encourage constructive dialogue between participants and Site Leader to improve experience
- Help in the preparation of reveal and reorientation of Bobcat Break program
- Hold pre-determined number of pre-trip group meetings