

## **SOURCE BOARD OF GOVERNORS FULL DUTIES**

### **Director of New Organizations & Initiatives**

- Responsible for generating knowledge of resources provided by the Office of Student Involvement to new student organizations
- Assist with the approval process and provisional period for new student organizations
- Implement and create training workshops and/or material for new organizations that highlights useful services
- Co-Chair the SOURCE Awards (SAL Awards) selection process

### **Director of Inclusion & Outreach**

- Recruits and chairs the Inclusion & Outreach Committee.
- Chairs the planning committee for Spring Get on Board Day with oversight from Coordinator of Student Involvement.
- Executes and develops leadership workshops and resources
- Recruit and connect organizations to explore partnership opportunities to submit for Collaborative Grant Applications.
- SOURCE Board Representative and liaison for UA Crossroads Campus Dialogues - and Campus Dialogues Breakfast.

### **Director of Communications**

- Coordinates the marketing and branding plan for all large-scale SOURCE events and initiatives
- Plans and executes the monthly President's Newsletter, which highlights services of the SOURCE and important campus news and events pertinent to student organizations
- Collaborates with SOURCE Board advisor on upkeep of the SOURCE social media accounts
- Serves on the Media Planning Board
- Recruits and Co-chairs the Communication and Design Committee

### **Director of Creative Consults**

- Coordinates the marketing and branding plan for all large-scale SOURCE events and initiatives
- Creates visually stimulating media products for Office of Student Involvement and The SOURCE
- Provides branding and design products to student organizations via a consultation process.
- Creates branding designs for members of The SOURCE Directors team
- Works directly with the Director of Communications to create visually appealing products for students, as well as to launch any SOURCE based programs or initiatives via creative PR campaigns.
- Recruits and co-chairs the Communication and Design Committee

### **Director of Finance**

- Sits on the FAC Board and oversees the appointment of SOURCE team members to the FAC and conducts financial training workshop called Foresight, along with SGA Representatives to ensure the proper dissemination of information regarding the FAC process
- Hosts workshops regarding campus procedures for fundraising, selling, or donations on campus and to student organizations
- Coordinates the implementation and development of the SOURCE Collaborative Grant Program
- Develops partnership in community to enhance off campus abilities for student organizations