

Position Title: MAC (MassArt Activities Council) Executive Board

Supervisor Name: Elizabeth DiCicco

Supervisor Title: Director, Student Activities and Programs

Department: Student Activities and Programs

Number of Openings: 5

Hours per Week: Approximately 5

Hourly Rate or Salary: \$400 to \$500/semester

Position Duties & Description:

Students must be full-time undergraduate students in good academic and disciplinary standing throughout employment term.

MAC board student members coordinate social, cultural, community service and educational programs for the MassArt student body each semester. This programming board provides an opportunity for students to get involved in the planning, facilitating, promoting and implementation of exciting student run programs.

All Executive Board members shall:

- Participate in staff training in June, Fall (Estimate end of August) and Spring (Estimate one-day training in January) which will be held prior to the opening of the College for Spring Semester.
- Develop and coordinate social, cultural, or educational programs for student body each semester.
- Assess community and create programs of interest.
- Fill out pre-program paperwork and post-program evaluations.
- Attend weekly executive board meetings up to 2 hours (or more frequently if needed).
- Set up and check MassArt e-mail account daily for messages.
- Complete additional tasks and procedures as required (i.e., surveys, schedules, reports, etc.)
- Work closely with the co-chairs and advisor to create weekly agenda, manage expenses and paperwork for their programs.
- Recruit and train members for their programs as necessary.
- Keep a full file of their programs, financial transactions and statistics on attendance, publicity, etc.
- Keep the Board informed of upcoming meetings and other obligations.
- Serve as a liaison and representative of the Board to the MassArt community.
- Coordinate the full calendar of events sponsored by MAC.
- Be responsible for the delegation of duties affecting the entire Board.
- Hold 2 hours of office hours per week in the MAC office.

In addition, MAC Board members shall:

- Attend NACA (National Association of Campus Activities) Regional Conference or other conference as assigned by the Director of Student Activities and Programs

MAC EXECUTIVE BOARD POSITIONS INCLUDE:

Chairperson

- Oversees all MAC executive positions
- Meets weekly with advisor
- Creates agendas for weekly meetings, checks on budget
- Preside over the MassArt Activities Board weekly meetings and General meetings
- Act as a role model and leader to the rest of the MAC Board

Secretary

- Takes minutes at all meetings
- Sends minutes no more than 2 days after meeting through email and Google Drive folder to share with board.
- Takes attendance at meetings and events
- Organizes papers into binders, organizes the calendar, and checks the MAC Board email

Treasurer

- Track MAC Board's budget throughout the year, through tracking funds spent by MAC
- Weekly updates to all MAC Board members on the status of the budget.
- Monthly meetings with Director of Student Activities to go over the budget and keep things on track.
- Complete SGA Budget paperwork in consultation with Advisor and Co-Chairs

Social Media

- Post all events/publicity to Facebook, Instagram and Twitter.
- This person will get people excited for upcoming events and answer questions for them
- Takes photos at events and posts them to all social media accounts.
- Think of new ideas to promote MAC Board events to students

Marketing (typically for a student interested in Graphic Design)

- Physical creations of advertising for the MAC board, aka posters
- Prints and posts poster over the MassArt campus or assign other board members to help
- Thinks of new and innovative ideas on how to better market MAC Board at MassArt.
- Be in charge of booking spaces for events through MARRS. This position requires you to become trained in the MARRS system.

SGA Representative

- Act as liaison from MAC to SGA by attending weekly SGA meetings on Wednesdays from 1:30-3pm
- Report back all information from SGA meetings during the MAC board meetings
- Work with the MAC Treasurer to request semester budgets from SGA
- Serve on a SGA College Governance committee

Compensation

- Chairperson - \$500 per semester
- Other Executive Members - \$400 per semester

Time Commitment

- Chairperson 4-5 hours/week
- Other Executive Members 3-5 hours/week
- *Additional hours will be required week to week depending on the number of events*

Leadership Responsibilities:

- Attendance and participation in the 2017 – 2018 Leadership Selection Process including interviews and Group Process Day if required by their position
- Must remain in good academic and disciplinary standing
- Uphold and abide by the policies and procedures in the MassArt Student Handbook
- Check MassArt e-mail at least once per day during the academic year