**Student Activities Programming Board**

**2015-2016 Application**

**Director and Assistant Director**

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| --- |
| **Please return to the Student Life Office by: April 15, 2015** |
| **Please Print** |
| Name: |  | Phone: |  |
|  |  |  |  |
| Preferred Email: |  |
|  |  |  |  |
| Cumulative GPA: |  | Major |  |
|  |  |  |  |
| Expected Graduation Date: |  |

Please print or type your answers to the following questions. If more space is needed attach extra sheets to this application.

1. What is the main purpose of SAPB?
2. Which position are you interested in?
3. Why would you be the best possible Director or Assistant Director (pick the one you are applying for)?
4. Which KWC activities do you plan to be involved in next year? List any leadership positions.

***Please list ALL***.

1. SAPB is an organization that relies heavily on communication. What aspects of your communication skills would best suit you for the Director/Assistant Director Position?
2. SAPB is about making fun and interesting things happen for all students. If you were Director/Assistant Director, how would you ensure that a broad cross section of the KWC community was served by SAPB and the programs they provided?
3. What types of activities and programs do you think KWC students would most likely attend? Why?
4. What is your current perception of SAPB?
5. What was your MOST favorite and LEAST favorite SAPB event this year? Explain.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2015-2016 SAPB EXECUTIVE POSITION DESCRIPTIONS**

***All paid positions must complete a monthly timesheet. In addition, all events are to have at least one paid person in attendance at event at all time.***

**Executive Director**– on SAPB at least two semesters

1. Oversees all basic functions of the board
2. Assists in training of board members
3. Calendar Development – scheduling events for following year
4. Coordinating all aspects of the annual Spring Event **K-Dub Idol**
	1. Sub-committees in place after Thanksgiving
	2. Event planned prior to Winter Break
	3. Advertised and sign ups start of Spring Semester
5. Work with each committee co-chair pairing to ensure the following
	1. Skill and knowledge in purpose of individual committee
	2. Ability to work with volunteers effectively
	3. Healthy committee size to ensure development of diverse ideas and group to implement programs
	4. Conducts effective committee meetings and reports back to Full SAPB (every other week), ensuring that each committee is functioning smoothly (and attending as needed),
6. Two weeks prior to each event ensure that all events are completely ready.
7. Ensure that contracts are filled out entirely and that work orders and public relations are adequate.

**Assistant Director** – on SAPB at least one semester

1. Facilitate the meetings in Director’s absence
2. Disseminate emails to members notifying of meetings
3. Keep notes of meetings
4. Collect committee reports
5. Keep record of event statistics - For institutional assessment track the following
	1. Cost of events
	2. Basic demographics of people attending events – men, women, people of color, Greek/non-Greek
	3. Other
6. Two weeks prior to each event ensure that all events are completely ready.
7. Coordinating SAPB Recruitment events at beginning of each semester (activity fair in fall and welcome in winter)

**SAPB COMMITTEE POSITION DESCRIPTIONS**

***All paid positions must complete a monthly timesheet. In addition, all events are to have at least one paid person in attendance at event at all time***

**Movies Committee chair**

To be on the Movie Committee, you must be available to attend ALL Midnight Movies for the semester (Midnight Movie dates TBA).

**Responsibilities**

* Communicate with movie theatre
* Collect list of movie choices
* Call for vote on movie – Survey monkey or email
* Advertise Movies
* Assist with count of KWC students in venue and how many guests
* Secure security guard and payment

**Technical Committee chair**

Assists in the smooth function of almost every event (lead in music, sound, lights, mics etc). Responsible for attending all events that require tech (i.e. K-Dub Idol, dances, Off the Sidewalk, etc).

**Responsibilities**

* Attend all SAPC Board meetings
* Keep calendar of events and which need tech assistance
* Communication with committees is critical
* Communication with AV & Theatre Departments is also critical
* Technical background is preferred.

**Special Events Committee chairs**

Responsible for help and setup of all outside events (events which we an outside vendor performs such as: Comedians, Think Fast, Off the Sidewalk musicians, etc.) and other events as assigned. Chair is required to be at event to ensure smooth function and risk management.

**Responsibilities:**

* Off the Sidewalk
* Think Fast
* Concerts

**Traditions Committee chair**

This includes working with Food Services, securing decorations, selecting entertainment, and working out all logistics for these events. Chair is required to be at event to ensure smooth function and risk management.

**Responsibilities:**

* Hanging of the Greens
* Homecoming
* Old South Ball
* Fall Family Weekend

**RECREATION COMMITTEE chair**

Responsible for all outdoor recreation programs such put on by SAPB and other events as assigned. Chair is required to be at event to ensure smooth function and risk management.

**Responsibilities:**

* Glow in Dark Volleyball
* Whiffle Ball Tourney
* Gaming Week
* Inflatables (sumo wrestling, jousting etc)

**TRIPS & NOVELTY COMMITTEE chair**

Responsible for Trips (signups, head counts, etc.) and Novelty events (setup & novelty event management) and other events as assigned. Chair is required to be at event to ensure smooth function and risk management.

**Responsibilities:**

* Reserve transportation and drivers as needed
* Ski Trip
* Trip to amusement park
* Theatre trip
* Photo Booth
* Caricaturist
* Professional athletic event

**Public relations/Advertising COMMITTEE chair**

Works with every committee chair on developing marketing plans for each event. Develops logos for events, emails to campus, makes banners and other alternative advertising ideas to get info out. Also assists in the assessment of events thru administration of surveys to student body and collection of data.

***The following position is an unpaid position on the Student Activities Programming Board. This position enables someone to help out as much or as little as they want. Also, At-Large members will be first considered for filling Committee positions if vacancies occur.***

**At-Large Member**

Responsibilities include attending all SAPB meetings and provide help in areas that they are interested in. At-Large members may attend committee meetings and may volunteer to help with whatever SAPB programs they want.