SPEP LEADERSHIP STRUCTURE

ADMINISTRATION DIRECTOR

- Maintain convenient monthly meetings with Chair and PM
- Include all discussed action items for all Council members on notes
- Send out committee notes after both leadership and council meetings, within 2 days. Send both the notes and the meeting times out to spepmail@uw.edu.
- Track Council member Committee involvement: take attendance at each meeting
- Take detailed and organized meeting notes
- Maintain a SPEP calendar
- Assist in planning SPEP events
- Spend no less than 1 hour a week in the SPEP office (located on the 1st floor of the UW Tower)
- Note the progress on action items and projects in notes
- Attend all Council meetings

CHAIR

- Help PM create agenda and lead SPEP Strategic Annual Planning Retreat
- Articulate SPEP’s vision to UW Foundation staff, council members and student body
- Lead all Council meetings
- Lead and manage Dawg Daze tours
- Assist in planning SPEP events
- Maintain convenient weekly meetings with UW Foundation staff
- Present successes to UW Foundation staff if requested
- Maintain monthly meetings with all other leadership members
- Spend no less than 2 hours a week in the SPEP office (located on the 1st Floor of the UW Tower)
- Maintain the culture and chain of command in SPEP
- Help plan SPEP social events to facilitate member integration
- Ensure all SPEP commitments and projects are managed properly
- When necessary take the lead on major projects
- Facilitate future leadership cultivation
- Attend all council meetings
- Prepare Annual Review to present to PM and next year’s council at Retreat.

SOCIAL MEDIA DIRECTOR

- Maintain convenient monthly meetings with Chair and PM
- Develop and implement a Social Media strategic plan for 2015/2016
- Manage and regularly post on the SPEP Facebook and Twitter pages
- Assist in planning SPEP events
- Create one campaign per quarter to engage facebook/twitter/instagram followers
- Post each council meeting in “Team SPEP” on facebook
- Manage SPEP listserv “SPEPmail”, adding all new members.
• Ensure that both the “SPEPmail” and “Team SPEP” on facebook include all members.
• Work with Admin director & Volunteer Director to update member contact sheet.
• Work to support other leadership members’ needs to assist with events, marketing, and recruitment
• Attend all council meetings
• Spend no less than 1 hour a week in the SPEP office (located on the 1st floor of the UW Tower)

EVENTS DIRECTOR and ASSISTANT EVENTS DIRECTOR
• Maintain convenient monthly meetings with Chair and PM
• Manage the Events Committee
• Plan, project manage/delegate, and implement each quarterly event (Purple Palooza, Networking Night, Philanthropy Day)
• Assist Chair in organizing socials for SPEP members
• Keep the PM and leadership informed of all budget updates on a monthly basis
• Delegate events tasks to leadership members
• Attend all council meetings
• Spend no less than 1 hour a week in the SPEP office (located on the 1st floor of the UW Tower)

FINANCE DIRECTOR
• Keep leadership and the PM informed of all money spent by creating and submitting monthly and annual reports
• Perform budget forecasting; as it pertains to SPEP’s weekly, monthly and quarterly allocations and needs
• Ensure that all funds collected are recorded and turned in to the UW Foundation Staff
• Maintain meetings as needed with Chair
• Maintain monthly meetings with UW Foundation staff to compare budget notes and/or reconcile the budget
• Attend all council meetings
• Maintain and organize all metrics data collected for program, events, social media, and volunteering

GRAPHIC DESIGN DIRECTOR
• Maintain convenient monthly meetings with Chair and PM
• Manage the MarCom Committee
• Take part in on all SPEP communications (written, verbal, presentations)
• Assist in planning SPEP events
• Work with other leadership members to design, create, and publish marketing material for recruitment, events, tabling, or other needs
• Create and implement new and engaging campus engagement strategies with the Outreach Director and Volunteer Director
• Spread the word about SPEP
• Attend all council meetings
• Spend no less than 1 hour a week in the SPEP office (located on the 1st floor of the UW Tower)

OUTREACH DIRECTOR
• Maintain convenient monthly meetings with Chair and PM
• Spend no less than 1 hour a week in the SPEP office (located on the 1st floor of the UW Tower)
• Lead outreach to campus departments with assistance from the Chair and PM
• Assist in planning SPEP events
• Manage Fall and Spring recruitment efforts, working closely with the Volunteer Director
• Organize regular campus engagement opportunities
• Create and implement new and engaging campus engagement strategies with the assistance of the MarCom Director and Volunteer Director
• Lead campus and community outreach by engaging with other campus organizations and departments with the Chair and/or PM
• Manage Fall donation request campaign, in addition to Philanthropy Day in kind donation solicitation
• Manage relationship with Student Life and ASUW
• Attend all Council meetings

**VISUAL MEDIA DIRECTOR**

- Maintain convenient monthly meetings with Chair and PM
- Photograph all SPEP events, socials, volunteer opportunities, and other times as needed
- Plan for and implement video strategies into SPEP marketing, outreach, and events
- Edit and manage all SPEP photos in conjunction with Digital & Social Media Director
- Work closely with Graphic Design Director to produce MarCom materials
- Assist in planning SPEP events
- Create educational videos about the Foundation and SPEP, create fun media opportunities
- Publish SPEP photos to SPEP Facebook page within a week of all events
- Work to support other leadership members’ needs to assist with events, marketing, and recruitment
- Attend all Council meetings
- Spend no less than 1 hour a week in the SPEP office (located on the 1st floor of the UW Tower)

**VOLUNTEER DIRECTOR**

- Maintain convenient monthly meetings with Chair and PM
- Manage the Volunteering Committee
- Provide quarterly (at a minimum) volunteering opportunities for SPEP members both on campus, within the Foundation, and in the surrounding community
- Assist in planning SPEP events
- Organize staffing of volunteer events
- Coordinate SPEP MLK Day of Service
- Work with the Carlson Center to advertise student volunteering opportunities
- Meet regularly with the PM to plan for volunteering at internal Foundation events
- Keep track of all volunteer hours, with assistance from the Admin Director (who has the list of attendees)
- Attend all council meetings
- Spend no less than 1 hour a week in the SPEP office (located on the 1st floor of the UW Tower)

*All leadership positions may have more responsibilities than those listed above.*