ADMINISTRATIVE DIRECTOR

- Maintain convenient quarterly 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 council notes out to TEAM SPEP on Facebook and to listserv
- Track Council member Committee involvement- take attendance at each meeting
- Take detailed and organized meeting notes, keep tabs on progress of action items
- Maintain a SPEP calendar
- Coordinate tabling and delegate tasks and roles to other leadership and council members
- Coordinate with Social Media Chair to maintain communications on Team SPEP and the listserv
- Keep leadership and the PM informed of all money spent by creating and submitting monthly and annual spreadsheets
- Maintain and organize all metrics data collected for program, events, social media, and volunteering
- Attend all leadership meetings
- Lead one council meeting
- Attend all three major events
- Mentor 2 council members per quarter

CHAIR

- Help PM create agenda and lead SPEP Strategic Annual Planning Retreat
- Articulate SPEP’s vision and mission to UW Foundation staff, council members and student body
- Lead all leadership meetings
- Send a welcome email to all new council members within 48 hours of their application
- Maintain convenient weekly meetings with UW Foundation staff
- Maintain quarterly meetings with all other leadership members
- Maintain the culture 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, make sure that leadership members are mentoring council members
- Welcome council members at meetings and create an inclusive atmosphere
- Attend all leadership and council meetings
- Delegate to Vice Chair and check in regularly with other leadership members to be sure they are valued and feel like they are contributing to the future of the organization
- Attend all three major events and Foundation Board meeting
- Mentor 2 council members per quarter

VICE CHAIR

- Articulate SPEP’s vision to UW Foundation staff, council members and student body
- Maintain convenient weekly meetings with Chair
- When necessary, take the lead on major projects
- Facilitate future leadership cultivation, make sure that leadership members are mentoring council members
- Attend all leadership and council meetings and Foundation Board meetings if the Chair is unavailable
• Manage relationship with Student Life, ASUW and other RSOs
• Lead one council meeting
• Attend all three major events
• Mentor 2 council members per quarter
• Support the Chair and other council members with duties
• Organize SPEP leadership and council social events in collaboration with the Chair

EVENTS DIRECTOR
• Maintain convenient quarterly meetings with PM and Chair
• Maintain regular meetings with the Senior Events Director
• Plan, project manage/delegate, and implement each quarterly event (National Philanthropy Day, Networking Night, Real Dawgs Day)
• Solicit businesses for event food/drinks. Work with Events Team and PM to coordinate sponsorships for large events
• Attend all leadership meetings
• Lead one council meeting
• Mentor 2 council members per quarter
• Attend all three major events

CREATIVE DIRECTOR
• Maintain convenient quarterly meetings with Chair and PM
• Work with Marketing Team to create and implement marketing strategies
• Plan for and implement creative strategies into SPEP marketing, outreach, and events
• Work with other leadership members to design, create, and publish marketing material for recruitment, events, tabling, or other needs
• Coordinate with UW Foundation staff to utilize UW brand in SPEP marketing materials
• Attend all leadership meetings
• Lead one council meeting
• Attend all three major events
• Mentor 2 council members per quarter

SOCIAL MEDIA DIRECTOR
• Maintain convenient quarterly meetings with Chair and PM
• Work with Marketing team to create marketing campaigns to educate and engage the student body
• Manage and regularly post on the SPEP Facebook, Twitter and Instagram
• Create one campaign per quarter to engage Facebook/Twitter/Instagram followers
• Post each council meeting in “Team SPEP” on Facebook; invite students
• Work to support other leadership members’ needs to assist with events, marketing, and recruitment
• Attend all leadership meetings
• Lead one council meeting
• Mentor 2 council members per quarter
• Attend all three major events

VOLUNTEER DIRECTOR
• Maintain convenient quarterly meetings with Chair and PM
• Provide quarterly (at a minimum) volunteering opportunities for SPEP members both on campus, within the Foundation, and in the surrounding community
• Coordinate and plan SPEP MLK Day of Service
• Assist in planning SPEP events
• Keep track of all volunteer hours, with assistance from the Admin Director (who has the list of attendees)
• Design and implement a robust volunteer recognition system
• Coordinate staffing of volunteer events
• Attend all leadership meetings
• Lead one council meeting
• Mentor 2 council members per quarter
• Attend all three major events

*All leadership positions may have more responsibilities than those listed above
*Please direct any questions to Elaine Carpenter at elcarpen@uw.edu