

ACSDA BOARD MEMBERS RESPONSIBILITIES

- President
 - Oversee Officers
 - Weekly emails to update/get updates RE events, departments
 - Primary Event Coordination
 - Coordinate best dates & times for events
 - Coordinate themes, speakers
 - Work with Secretary, Special Events to confirm dates, times, locations
 - Work with VP, Marketing, Social Media to promote events
 - Primary contact for events speakers (in concert with Secretary)
 - Oversee Nutrition Nerds
 - Julia to help with coordination
 - Monthly
 - Organize professors, journal article, topic
 - Work with VP/Sec to market, book space
 - Bimonthly meetings with Faculty Advisor
 - Updates, feedback about events, volunteer, fundraising
 - Updates, feedback about Nutrition Nerds
 - Weekly/Bimonthly update emails to Board
 - - Updates, feedback about events, volunteer, fundraising
 - Updates, feedback about Nutrition Nerds
 - Updates about DDA events

- Vice President
 - Assist President with any oversight & responsibilities as needed
 - Oversee Marketing
 - Confirm info for flyers, campaign ideas
 - Assist with fundraising ideas, promotion for events, new membership
 - Confirm status & usage of incentive points
 - Assist with management, design of ACSDA bulletin board
 - Oversee Social Media
 - Assist in coordination with Marketing
 - Confirm website is current & correct
 - Assist with information & distribution of monthly/bimonthly emails
 - Oversee Blog

- Recruit Board members, students, professors/their students, professionals as guest blog writers on a monthly basis
 - Coordinate with President/Events/Nutrition Nerds for synopsis of journal articles/event as Blog post as needed
- Secretary
 - Manage calendar
 - Coordinate with Special Events to update calendar with essential info
 - Including DDA, Midterms/Finals, etc. conflicts
 - Oversee Special Events
 - Confirm details RE room bookings, speaker info
 - Act as primary point of contact for events speakers (in concert with President)
 - Confirm all contact information for event speakers
 - Assist with volunteer recruitment
 - Coordinate with Special Events to recruit volunteers from entire club
 - Help determine if assistance is needed from Marketing, Social Media
 - Communicate with officers and board to create a monthly agenda.
 - Two weeks prior to event, ask board for agenda updates. 3 days from event, send out agenda to board.
- Treasurer
 - Manage club members list
 - Create Google Doc for existing & new members
 - Update as new members join
 - All Board members will have access to this doc to print for events as needed
 - Prepare list for each new event, print & leave in Nutrition closet prior to each event
 - Manage budget
 - Incoming funds from new member sign-ups, fundraising
 - Reimbursements to Board members
 - Manage requests for funding from Student Affairs
 - Act as primary contact for deciding which events are most suited for funding requests & assist team of Board members in pitches for funding
 - Submit funding requests for all travel & product proposals
- Special Events
 - Manage all room bookings
 - Special events & Nutrition Nerds
 - Pre-book rooms based on best calendar dates & preferred room locations
 - Finalize rooms once speakers are confirmed
 - Work with Secretary to confirm best dates, speaker info

- Provide all final room details to President as soon as booked for distribution to remaining teams
 - Ensure all equipment is ordered for room (audio, tables, chairs, etc)
 - Coordinate Board members for events
 - Send out Sign-Up Genius 2-3 weeks prior to event
 - Set-up, break-down, food
 - Send out reminder email 2-3 days prior with all event details, list of who has signed up for what, link to Sign-Up Genius
 - Recruit volunteers
 - Tabling events, monthly group volunteer opportunities
 - Include in monthly/bimonthly emails
 - Manage/send out Sign-Up Genius for volunteer opportunities
 - Maintenance of Nutrition closet
 - Keep general supplies organized, refresh supplies as needed
 - Keep Indoor Events/Outdoor Events boxes organized & prepared for each event.
 - Check on supplies 1 week before each event to make sure there are enough supplies - coordinate purchase/pick up of more supplies as needed
 - Act as main point of contact for Board members who sign up for event set-up/break-down
- Marketing
 - Create flyers for all events
 - AT LEAST 1 WEEK PRIOR TO ALL EVENTS:
 - Post flyers on campus
 - Leave stack of flyers in Nutrition closet for Board members to distribute in classes
 - Email professors digital copy of flyer & bullet point info with request to announce in classes
 - Manage Incentive Points
 - Submit photos of all events to OrgSync within specified timeline (up to one week after the event)
 - Manage Nutrition bulletin board
 - Update monthly/seasonally
 - Information to update: flyers for events, info about event speakers, volunteer information, abstracts for Nutrition Nerds articles, blog posts
 - Manage fundraising & new membership recruitment
 - Suggest fundraising events & strategies for the club & research methods to implement
 - Suggest marketing strategies to encourage new membership recruitment & research methods to implement
 - Coordinate with Officers as needed to organize events, funding

- Social Media & Website
 - Update Facebook/Instagram accounts
 - Events, Volunteer, Blog, Nutrition Nerds, DDA info
 - Update Website
 - Events, Volunteer, Blog, Nutrition Nerds, DDA info
 - Monthly/Bimonthly email/department Newsletter
 - To club & to faculty member (for distribution to HND student body)
 - Events, Volunteer, Blog, Nutrition Nerds, DDA info