



Student Advisory Committee Director Position Description

SAC Directors Job Description

Each year the undergraduate attendees at General Assembly elect two students to the national position of SAC Directors. The two individuals serve as the liaison between national staff of the BACCHUS Initiatives of NASPA and the Student Advisory Committee (SAC) representatives. The SAC Directors coordinate conference calls, oversee SAC activities and plan individual check-in calls. In addition, the directors assist in coordinating a summer training meeting, build cohesion among affiliates, play a host role at General Assembly and Spring Conferences, and to promote student interests in the actions of the BACCHUS Initiatives.

Term of Office

Two SAC Directors are elected at the General Assembly each fall. The elected students serve as SAC Directors-Elect, working with the outgoing SAC Directors, through April 30th. Starting May 1st, the SAC Directors-Elect will take over the role of SAC Directors and serve for one year, until April 30th.

Requirements

Requirements to run for SAC Director are as follows:

- Being a full-time undergraduate student
- Active in a peer education group
- Peer education group is at a campus with a NASPA Institutional Membership

Time Commitment

The position of the SAC Director is held for one year. The time commitment for this position is equivalent to one college credit course. At various times, the position as SAC Director requires more time commitment, than other occasions.

Application Process

SAC Director applications must be emailed to BACCHUSadmin@naspa.org at least one week prior to the start of the BACCHUS Initiatives of NASPA General Assembly. The following items are required to apply:

- A letter of intent of no more than 2 pages
- A letter from your advisor pledging support in the event of your election
- Clear photograph for display at General Assembly
- A resume including peer education related services

During the Student Lunch, applicants will speak for 3 minutes as to why they applied for the position of SAC Director. Afterwards each candidate will answer a series of questions.

Duties of a Student Advisory Committee Director

Networking

SAC Directors will coordinate with SAC representatives to stay connected with the peer education community. SAC Directors maintain a working relationship with one another, the SAC Representatives, the National Staff, and the BACCHUS Regional Consultants and Regional Teams.

SAC Directors may choose to utilize e-mail, telephone calls, or personal visits (when appropriate) to connect with members. The social media accounts will also be used to enhance area unity and understanding of member concerns and issues. SAC representatives will have the opportunity to create and publish blog content on the BACCHUS website promoting peer education issues.

Conference Calls and Communication

SAC Directors and NASPA staff will schedule conference calls on a bi-monthly basis. SAC Directors will be responsible for creating the agenda and taking notes should make every effort to be on these calls. SAC will be responsible to communicate to the NASPA staff on updates from the meeting. SAC Directors are also required to utilize Social Media and email communication in appropriate ways to communicate with peer educators, regionally and nationally.

Travel

SAC members will travel to a designated city over the summer for a SAC Training. SAC members will also travel to the annual General Assembly, and may travel to Regional Spring Conferences. SAC members will play an active role in the planning of General Assembly (and Regional Spring Conference, if appropriate), including program review, session planning and on-site support.

Travel expenses are covered for all trips. It may also be expected that the SAC Directors attend their regional Spring Conference prior to the end of their term in office.

Recruitment and Training

SAC Directors are expected to actively recruit for the upcoming SAC. Additionally, they will be expected to communicate and work with SAC Director-Elects on responsibilities and expectations before the end of the term.