



POLICY TYPE: **Job Description**
POLICY TITLE: **Director of Communications**
APPROVED: **May 1, 2007**

3.4

That any action(s) taken on behalf of SUCCI by any member of the Board of Directors, must be reflective of the view(s) of the Board.

1. Shall be responsible for giving a report, biweekly (via e-mail) to the Board of Directors based on his/her activities.
2. Shall inform the Board of Directors of correspondence, reports and business that pertain to SUCCI.
3. Shall take direction from the Board and be accountable to the Board.
4. Shall attend all board meetings.
5. Shall oversee the publication of the newspaper by acting as the Official Editor-in-Chief. Responsibilities include gathering all articles to submit to the typesetter, proof reading before submitting for print, encourage student participation in submitting content, as well as, sitting on all hiring committees which relate to the paper.
6. Shall work closely with the Administrator, Marketing & Office to ensure proper SUCCI communication in all advertising and promotion.
7. Shall keep archive and shall distribute to appropriate persons any posters/advertisements that are requested by the Board of Directors.
8. Shall be responsible for the take down of all posters, displays, etc. on ALL campus bulletin boards.
9. Shall be available to students in the SUCCI Office for a minimum of four (4) hours per week. Office hours must be between the hours of 8:00 a.m. and 5:00 p.m. These hours shall be posted in the SUCCI Office, online, and advertised in the student newspaper.
10. Shall submit a **Conference Report (as per policy) after attendance of each conference on the sessions attended, and benefits to SUCCI.**
11. Shall produce a report at the end of each semester encapsulating all achievements, goals, conferences attended, and committees sat on.
 - a. As per End of Semester Report policy, your final honorarium will be withheld until completion of each report.