

## **SAA Leadership Council Positions**

**2025-2026**

### **Co-President**

- Provides leadership and guidance for all necessary aspects of the organization.
- Facilitate all Leadership Council and Active member meetings.
- Mandatory attendance at Leadership Council meetings, Active Member meetings, and all major events (exceptions with the consent of Advisor).
- Assists all other Leadership Council and General Members when needed.
- The main liaison between SAA and Development & Alumni Relations team.
- Sets and monitors that goals of the association are met.
- Partners with regional SAA programs to help plan and execute the spring SAA Conference
- Delegates necessary tasks.

### **Alumni Programming Chair**

- Utilize various communication channels to keep alumni informed about upcoming events, initiatives, and opportunities to get involved.
- Maintain communication through Alumni Association channels with BU staff.
- Recruit and manage alumni volunteers to assist with events and encourage active alumni involvement.
- Leads alumni communication and outreach for Connect for Success events.
- Develop strong relationships with alumni through various interactions and engagement initiatives, ensuring a positive and supportive community atmosphere.
- Work with seniors in the association to transition to alumni.

### **Campus Relations Chair**

- Develop and implement strategies to increase the organization's visibility and awareness on campus.
- Establish and maintain connections with student organizations, clubs, and academic departments to encourage collaboration and participation in SAA events.
- Cultivate strong relationships with campus administrators, advisors, and relevant campus offices.
- Coordinate logistics, room reservations, and necessary resources for general meetings.

### **Operations Chair**

- Review applications and help ensure Leadership Council positions are filled.
- Foster transparent and efficient communication among the organization's Leadership Council.
- Collaborate with the Leadership Council to review and update any association policies or practices.
- Maintain accurate and up-to-date records of all association activities, including meeting notes, attendance records, event details, and other relevant documentation.
- Work closely with other association leaders to provide administrative support for various projects, events, and initiatives.
- Assist in distributing information and materials to members as required.

### **Marketing Chair**

- Develop a comprehensive marketing plan to promote the association's events, initiatives, and activities throughout the year.
- Monitor social media platforms in coordination with BU staff marketing team and create engaging content to keep followers informed and interested.
- Design visually appealing promotional materials, including posters, flyers, banners, and digital content, to effectively communicate the club's message and attract attention.
- Collaborate with other club members to promote upcoming events and activities.
- Partner with SAA staff advisor and Development and Alumni Relations Development and Communications team to create a brand and logo for the Student Alumni Association.

## **Events Chair**

- Develop and execute a diverse calendar of events that cater to the interests and needs of both current students and alumni.
- Collaborate with the Alumni Engagement team to actively involve alumni in association events. (Encourage alumni participation as speakers, mentors, or facilitators to provide valuable insights and support to current students in coordination with the Alumni Programming Chair).
- Work closely with the SAA advisor and other relevant DAR team members to set budgets for each event and ensure effective utilization of resources.
- Take charge of planning and organizing event logistics, such as venue selection, catering, invitations, RSVPs, and other necessary arrangements.
- Ensure all events run smoothly and professionally.
- Gather feedback from attendees and participants to evaluate the success of each event.