Coffeehouse Coordinator

Student Activities Committee Mission
The mission of SAC is to provide programs that are socially and academically beneficial to the UIS student body.

Your Role as a Student Activities Committee Member:

- Submit suggestions to the General Council for various coffeehouse performers – a minimum of 2 coffeehouse events per semester
- Research, plan, implement and evaluate performances for coffeehouse events
  - Coffeehouse events must need limited amplification and have three or fewer members in the performance
- Prepare budgets for review
- Develop committees to aid in the fulfillment of the coordinator’s responsibilities
- Evaluate all programs
- Attend at least one event sponsored by every coordinator and a majority of SAC events
- Sit at least two office hours per week, checking messages weekly in the SAC office
- Attend and participate in all mandatory events (Homecoming, Springfest, Involvement Expo, Recruitment Night, and fundraisers)
- Attend weekly SAC meetings
- Attend regular meetings with the SAC Advisor
- Attend both fall and spring SAC retreats, as well as the annual fall Student Affairs Leadership Retreat
- Promote SAC and its events
- Work as a team with the rest of SAC
- Work to incorporate the perspectives of all members of our UIS community in event selection and execution
- Be an active member of Student Life, participating in Student Life events and initiatives