Education, Personal Growth, and Diversity 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:*

- Research, plan, implement and evaluate a minimum of two events per semester, that may include speakers, awareness raising campaigns, or skill building events
  - A minimum of 1 event should be focused on diversity initiatives (historically underrepresented groups)

- Submit suggestions to the executive board for various lecturers and presenters

- Responsible for all aspects of events, including but not limited to: hospitality, room set-up, technical needs, etc.

- 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