**Bloom Hillel Student Board Position Descriptions**

* **President**
  + Coordinates all activities of Hillel Board
  + Prepares Agenda for Board Meetings and emails at least 2 days in advance
  + Conducts Hillel Board Meetings
  + Designates liaisons to other campus groups
  + Maintains regular contact and meets with the Student Board and advisors about: Program Plans, Promotion and Outreach, and Building Use
* **Executive Vice President**
  + Fulfills President's role in his/her absence
  + Helps President plan Board meetings and other tasks
  + Responsible for coordinating internal and external outreach efforts
    - Schedules volunteers for all events
    - Works with President to create a Calendar of Events
* **Secretary**
  + Takes minutes at Board Meetings and emails them out to board
  + Sends thank you notes to major donors on behalf of the students
  + Works with Treasurer and Program Director or Advisory Board member on grant applications
* **Treasurer**
  + Prepares programming budget with Advisors
  + Keeps up with FAC application due dates and works with Executive Board to apply for FAC funding
  + Seeks out and suggests fund-raising opportunities that students can initiate and implement
* **Membership Vice-President**
  + Encourages, promotes membership growth in Hillel
  + Helps to maintain records of active members
  + Uses various information sources to create lists of potential members
  + Responsible for planning initial Freshman Events and outreach
  + Serves as mentor to the Freshman Representatives
* **Programming Vice-President**
  + Is conduit to the board for all programming suggestions
  + Volunteered ideas will then be researched for cost, logistics, etc.
  + These ideas include, but are not limited to: Shabbat Dinners, Philanthropy, Social Action,
  + Religious/Cultural Events, Partnership Opportunities, etc.
* **Public Relations Vice-President**
  + Promotes all Hillel Activities to membership and community
  + Responsible for updating Facebook and Twitter accounts
  + Contributes to ideas for Printed Advertising (flyers, chalk, bulletin boards)
  + Serves as Historian/Photographer