**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