

## ***Academic Affairs***

Liaisons serve both within their respective college and the university as a whole to create, facilitate, and grow initiatives regarding improving students' academic life at BU. Past initiatives and ongoing initiatives include expanding profession-related language learning opportunities, creating a syllabus archive, expanding faculty mentorship and more. Liaisons will meet regularly to discuss progress on initiatives, communicate and meet with relevant stakeholders on campus, and meet with other Student Government groups. This role is perfect for the BU student who is passionate about student issues, has a good knowledge of the student experience in their college and the university as a whole, and wishes to become more involved in the BU community.

## ***City Affairs***

### Boston Community Liaison

Creates partnerships / leads initiatives with organizations in the greater Boston area (ie. government agencies, community service organizations)

### BU Community Liaison

Creates partnerships / leads initiatives with BU organizations, faculty, and administration

### Boston Intercollegiate Liaison

Creates partnerships and organizes initiatives with student governments throughout the greater Boston area

### Internal Liaison

Maintains relationships within Student Government and partners with Senate standing committees and the Judicial branch

### Civic Engagement Officer

Leads initiatives to increase the civic engagement of the BU student body (ie voting initiatives, social justice initiatives)

## ***Communications***

### Press Secretary

Collate, draft, and write press releases on behalf of Student Government gathered from other members of the Internal Affairs Committee and other members of Student Government. Reach out, contact, and connect with press organizations

within BU and outside of BU when applicable. Work on newsletter content with the Web Manager

#### Recording Secretary

Primary duty is to take detailed minutes on what has transpired every department meeting. Maintain and research the history of Student Government for our Wikipedia page.

#### Senate Liaison

Must attend weekly Senate meetings. Work directly with the Senate Chair and Vice Chair to ensure the interest and voice of the Senate will be heard. Work with Senate committees and relay information regarding the work of Senate committees.

#### Judicial Liaison

Work with the SEC, JAC and Justices to ensure that the interest and voice of the Judiciary is heard . Attend any meetings related to the SEC, JAC, or Justice activities.

#### Public Relations Liaison

Run virtual and physical town hall meetings. Create questions, content, activities, and moderate the town hall. Coordinate activities and events with / assist college governments.

#### Internal Liaison

Assist and coordinate event / marketing work for large-scale Student Government events. Assist other cabinet departments directly and attend cabinet department meetings. Coordinate activities and events with / assist college governments.

#### Marketing Officer

Part of the Social Media team with full access to all materials provided to the Social Media Team. Tasked with analysis and recording social media statistics. Advises on content posted on social media or media outlets. Record all potential events from other extracurricular activities on social media on a weekly basis.

#### Social Media Team

Manages all social media platforms that Student Government is engaged in (Instagram, Facebook, Twitter, LinkedIn, Discord, potentially Tik-Tok). Along with the Marketing Officer, the goal is to highlight a diverse array of content. Craft novel and innovative content for social media; experiment with new and emerging social media. Engage on social media daily, such as reposting other club events and liking pages / photos (no personal accounts, only organizations).

### Graphic Designer

Create social media graphics, infographics, flyers, and other promotional materials for Student Government. Creative license encouraged for designs.

### Photographer / Videographer

Take photos and record videos for Student Government. Must attend crucial events for Student Government (like SPLASH and spring concert).

### Web Manager

Maintain and curate new content for the Student Government website. Can add new sections and create new uses for the website. Expand on the existing content. Find bugs or irregularities with the website. Monthly audits will occur to ensure quality and clarity for the website.

## ***Environmental Affairs***

### Environmental Justice Staffers

Focus on engaging with BIPOC students and educating the community on environmental justice issues; help plan service opportunities and outreach with the Greater Boston community.

### Science Communication Staffers

Make the science of climate change more accessible for our community; outreach with the scientific community of BU (labs, departments, students, etc.); help with science-oriented plans or events.

### Events & Engagement Staffers

Help plan events and programming for the academic year and keep track of ideas with a brainstorming list; assist with any outreach and promotion.

### Sustainability Liaisons

Maintain relationships and work with BU Sustainability office and other BU environmental clubs and organizations (such as, working with FEAST). Help lead specific sustainability initiatives.

### Communications Liaison

Help build "Sustainability Sundays" social media content and coordinate with the Dept. of Communications, but also serve as a general staffer for our Department.

## **Events**

### Outreach Organizers

As an Outreach Organizer, you will communicate with students and Boston organizations via email and surveys. You will be responsible for brainstorming potential partner organizations and reaching out to other necessary persons. Connections within and outside of Boston University are important, as well as strong oral and written communication skills.

### Treasury Committee

As a member of the Treasury Committee, you will be responsible for outlining budgets to potential events and filling out purchase requests. You will facilitate other budgetary matters such as making sure vendors get paid.

### Technology Committee

Members of the Technology Committee are in charge of all technological aspects of events. This includes (but is not limited to) Zoom links, virtual events, and mics/speakers at in-person concert events. The Technology Committee will also be in charge of photography at events.

### Design/Publicity Committee

Members of the Design/Publicity Committee will manage promotional media, social media, and graphic design aspects of events.

### Logistics Coordinators

Logistics Coordinators organize specific event details, such as food/catering, booking venues, filing permits, and choosing music for outdoor events.

## **Recruitment**

### All Staffers: Student Government Ambassadors

Not only will you be a staffer in the Recruitment department, but you are also a Student Government Ambassador! As an ambassador, your responsibilities include being the bridge of communication between Student Government and the BU student body and exploring ideas on how to expand our resources and influence the student body. Additionally, you will be connecting with students directly through Splash (& many other first month events like tabling at the GSU) and collecting their contact information for better outreach throughout the year. Your primary goal is to expand Student Government into a reputable and visible force on campus and throughout Boston. As an ambassador, you will be assigned as either

Alumni/Admissions Relations Staffer, Campus Department Liaison, Club Liaison, or Internal Staffer.

#### Alumni/ Admissions Relations Staffer

As an Alumni/Admissions Relations Staffer, you will work with alumni and administration to communicate jobs/positions available through the student government; work on innovative ways we can connect student government and Alumni and incoming students. Applicants should be comfortable networking with graduated students and have good communication skills.

#### Campus Department Liaison

As a Campus Department Liaison, you will work with departments on campus to communicate jobs/positions available through the student government; work on innovative ways we can connect student government and campus departments. Applicants should be comfortable networking with faculty, staff, and students and have good communication skills.

#### Student Organization Liaison

As a Student Organization Liaison, you will work with the clubs on campus to communicate jobs/positions available through the student government while also working on innovative ways we can connect student government and clubs on campus. Applicants should be comfortable networking with other students and have good communication skills

#### Internal Staffer

As an Internal Staffer, you will work with student governments to communicate jobs/positions available through the student government while also working on innovative ways we can connect. Applicants should be comfortable networking with other students and have good communication skills.

### ***Social Advocacy***

#### Deputy Director

Advise the Director; draft meeting agendas; liaise with student organizations, the administration, and other organizations in the Boston area; and chair meetings when the Director is not available.

#### Staffers

Attend regular department meetings, create social media assets, attend meetings with other student organizations, draft campaign plans, plan events.

## ***Food Pantry***

### Fundraising Coordinator

As a Fundraising Coordinator, you will be building a start-up budget for the food pantry after assessing start-up costs of other university pantries, plan and execute fundraising initiatives for the food pantry, and collect funds from various resources (StuGov, fiscal sponsors, etc.) and track these monetary donations.

### Administrative and Research Coordinator

As A&R Coordinator, you will complete basic research about BU's food insecurity by circulating a google survey and analyzing its responses, create an effective & efficient system that tracks the pantry's work (including the food distributed and students served), maintain meeting minutes, and write and submit monthly reports to fiscal sponsors and regional food banks on food pantry activities.

### Volunteer Coordinator

As Volunteer Coordinator, you will help create, maintain, and update volunteer materials, oversee the recruitment of volunteers, schedule volunteers for shifts and track attendance, and plan volunteer appreciation events.

### Outreach Coordinator

As Outreach Coordinator, you will form partnerships with on-campus and off-campus organizations to be fiscal sponsors and donors, help find a regional food bank to work with over the course of the year, and communicate with specific campus organizations to find volunteers, collaborators for events, etc.

### PR and Marketing Coordinator

As PR and Marketing Coordinator, you will create and update marketing materials for the pantry, create and post regularly on pantry social media accounts to inform BU students about national/campus food insecurity issues, publicize social events and drives, and reach out to various media outlets.

## ***2022 BU Concert***

### Production Committee

The production team will be responsible for creating a bold and lively production that will provide excitement and entertainment for the student body.

Responsibilities include: Finding/working with vendors for the stage, sound, lights, and venue; Working with BU to follow all regulations/procedures; Staying in contact with vendors up until the event to make sure all needs are met.

### Corporate Committee

The corporate team will be responsible for finding and working with corporate sponsors that will provide value to our event in exchange for increased funding. Responsibilities include: Identifying the key strengths and benefits of sponsoring our event and creating a pitch deck to present to sponsors; Present pitch deck to sponsors if required; Working with BU to ensure we are following the necessary protocols when working with sponsors; Negotiating funds with sponsors if necessary.

### Programming Committee

The programming team will be responsible for creating an inviting and exciting environment in which the concert will take place. Responsibilities include: Working with local vendors for food at the venue; Reaching out to vendors for the decorations of the event; Working with vendors for the logistical factors of the event (ie: sanitation, security, etc); Identifying other ways we can showcase and involve the BU community at our event (ie: student art show).

### Promotions Committee

The Promotions Team is responsible for marketing and advertising our event in order to increase excitement and anticipation resulting in ticket sales. Responsibilities include: Creating and running the social media for the event and building up to it; Designing the graphics and necessary brand imaging for our event; Work to promote our event on-campus (ie: posters, stickers, etc); Ensuring we have proper video and photography at the day the event; Working with the press to build hype for the event; Creating the necessary merchandise for the event that the BU student body can purchase.

### Artists Committee

The Artists Team will be responsible for finding an established, well known act, that will garner the attention and excitement of the student body. Responsibilities include: Finding an artist/artists to perform at our event; Working with the necessary parties such as the artists management, talent agencies, BU administration, etc. in order to facilitate a proper performance; Conduct a survey in order to identify the student bodies preferences in terms of type of music/artist; Work to finalize contracts with the necessary parties and make sure we are staying in budget; Ensuring all artist needs are met on the day of the event (ie: food, accommodations, etc).