

Steering Committee

Positions and
Duties

Co-Chairs (2 positions)

Oversee all projects, facilitates meetings, and provides practical planning for some projects. Creates written agenda to be distributed at general meetings. Main representatives of HaU. Plans and facilitates semester retreats. Must attend Co-Chair retreat, Conference Planning Committee (CPC), and Annual Statewide Conference. Helps coordinate annual conference and end of the year banquet. Maintains contact between chapters. One of the two co-chairs shall be listed on and have access to the HaU on-campus bank account.

Academic Chair (1 position)

Coordinates HaU study hall. Obtains information regarding scholarships and internships. Creates class lists and provides general guidance and assistance with academic questions. Coordinates development and distribution of scholarship(s). Provides a minimum of one academic workshop per month. Tabulates study hours completed by members of HaU.

Community Service (1 position)

Encourages and organizes community service projects, minimum of one per month. Keeps group informed of ongoing community service projects. Tabulates hours completed by members of HaU

Social Chair (1 position)

Responsible for planning and organizing all collegial networking events with the purpose of fostering Hermandad.

Treasurer (1 position)

Responsible for the chapter's development efforts, as well as chapter finances. Develops budgets, handles group funds and allocates money for events. Collects dues from members and provides monthly financial reports to all members and posts electronically. All chapter funds are to be held in an on-campus account. No off campus accounts are permitted, nor are any individuals allowed to hold HaU funds in personal accounts. At minimum, the Treasurer and one Co-Chair are to be the signatories on the on-campus bank account.

Fundraising Chair (1 position)

works closely with Treasurer to develop a fundraising plan for the academic year that will allow the chapter to meet budgetary needs. Responsible for coordinating fundraising events and opportunities for the chapter throughout the year, to include donations, drives, sales, and sponsorship where the main focus is to raise funds.

Campus Liaison (1 position)

Serves as the liaison between HaU and the community, on and off campus. Informs community about HaU events and vice-versa. Coordinates involvement of HaU in community events.

Alumni Liaison (1 position)

Serves as the liaison between current students and alumni. Keeps the alumni and members informed of each other's events.

Public Relations (1 position)

Responsible for publicity for all HaU events. Provides marketing material used for recruitment and advertising purposes. Designs HaU paraphernalia and any publication. Maintains web page for their chapter.

Peer Advisor (Appointed by Co-Chairs)

Facilitates member appreciation. Shares knowledge of being an active member and an experienced college student.

Secretary (1 position)

Takes minutes of general and steering committee meetings and posts them electronically to be viewed by all members. Keeps attendance at events to track membership status and creates monthly calendar of events. Updates phone list and posts them electronically to be viewed by all members.

Herstorian (1 position)

Documents HaU events by means of photography, video equipment, etc. Compiles all pictures in a scrapbook. Responsible for maintaining all governing documents of HaU.