Section 2 – Executive Board

A. Position Descriptions

The governing power of the SPA shall be vested in the Executive Board. Members of the Executive Board are the President, Vice President, five Committee Chairpersons, Secretary, Business Officer, Publicity Director, Assistant Publicity Director, Webmaster, and the Advisor. The President and Vice President are elected with the spring elections. The Secretary, Business Officer, five Committee Chairpersons, Publicity Director, and Assistant Publicity Director are appointed by the Executive Board after an application period and an interview of applicants have been conducted. The Core-Executive Board consists of the President, Vice President, Secretary, Business Officer, and Advisor.

In general, officers are required to attend SPA events; Executive Board meetings, Core Executive Board meetings, and Committee meetings; maintain designated office hours; support fellow SPA officers; attend at least one Conference during academic year; and maintain good academic standing (full-time status and designated GPA).

01. President
   · Conducts Executive and Core Executive meetings on weekly basis.
   · Provides leadership and support SPA officers.
   · Assists committee planning and attend committee meetings as needed.
   · Communicates with Advisor on regular basis.
   · Serves as liaison between Administration and student body.

Expectations for President
   · Attend ALL SPA events
   · Attend as needed meetings with committee heads
   · Hold weekly meetings with VP, Business Officer, Secretary, Publicity Director, and Advisor
   · Attend ALL E-Board meetings
   · Support everyone in the organization
   · Attend at least one conference
   · Be there to help committee heads in their planning
   · Support the rest of the core board

02. Vice President
   · Holds weekly meetings with committee heads and advisor
   · Assists committee planning and attend committee meetings as needed.
   · Monitors and manage Event Matrix system and committee paperwork.

Expectations for Vice President
   · Attend ALL SPA events
   · Hold weekly meetings with committee heads and advisor
   · Hold weekly meetings with VP, Business Officer, Secretary, Publicity Director, and Advisor
   · Attend ALL E-board meetings
   · Support everyone in the organization
   · Attend at least one conference
   · Be there to help committee heads in their planning
   · Support the rest of the core board
03. Secretary

- Takes minutes at all meetings (Core-Executive and Executive) and keep committee meeting minutes on file.
- Distributes Executive Board minutes to Executive Board officers.
- Follows up with Webmaster to ensure Executive Board and Committee minutes are on SPA website.
- Maintains attendance for SPA Executive Board officers and notify Core Executive Board when an officer has accrued three absences.
- Picks up mail from Student Life and Student Union Office and distributes to appropriate person.
- Assists committee heads with agenda, minutes, and attendance for weekly committee meetings.

Expectations for Secretary

- Attend ALL SPA events
- Attend as needed meetings with committee heads
- Hold weekly meetings with VP, President, Publicity Director, and Advisor
- Attend ALL E-board meetings
- Support everyone in the organization
- Attend at least one conference
- Be there to help committee heads in their planning
- Support the rest of the core board

04. Business Officer

- Assists with development and accurate maintenance of budget.
- Tracks committee spending and keeps running balance for committee heads.
- Serves as Parliamentarian during meetings.
- Updates and maintains Policy and Procedure Manual.

Expectations for Business Officer

- Attend ALL SPA events
- Attend as needed meetings with committee heads
- Hold weekly meetings with VP, President, Publicity Director, and Advisor
- Attend ALL E-board meetings
- Support everyone in the organization
- Attend at least one conference
- Be there to help committee heads in their planning
- Support the rest of the core board

05. Publicity Director

- Designs and implements advertisements for SPA events (collaborates with committee chairs).
- Produces advertisements that are in compliance with SPA and university policies (in good taste).
- The Publicity Director is responsible for all tools used in completing the advertisements. The SPA copier may be used to reproduce flyers, table tents, etc. for advertisements. This
includes the copier, poster machine, computer, and printer. All policies are to be followed in their operations.

- The NSU Publications and Printing and other printing companies may also be used for printing with prior approval of the Executive Board.
- Have well designed and good publicity ready two weeks before an event
- Delegate authority to the co-publicity person
- Design day of publicity routine
- Work with committee heads and co-pub to figure publicity stunts
- Work on recruitment plan for organization
- Conduct Fall Activity Survey
- Hold weekly meetings with President, VP, Business Officer, Secretary, and Advisor

Expectations for Publicity Director
- Attend ALL SPA events
- Hold as needed meetings with committee heads
- Attend All E-board meetings
- Attend as needed core board meetings
- Attend at least one conference
- Support everyone in the organization

06. Assistant Publicity Director

- Coordinate t-shirt sales for campus-wide SPA events (Welcome Back Day, and Crawfish Day)
- Complete work in a quick efficient manner
- Work as a team with the publicity director
- Complete duties assigned by the publicity director quickly
- Work to design recruitment plans along with Publicity Director

Expectations for Co-Publicity Director
- Attend ALL SPA events
- Hold weekly meetings with co-pubs
- Hold as needed meetings with committee heads
- Attend All E-board meetings
- Attend as needed core board meetings
- Attend at least one conference
- Support everyone in the organization
- Work as a team with the publicity director
- Complete duties assigned by the publicity director
- Work to design recruitment plans along with Publicity Director
- Work with committee heads and publicity director to create publicity stunts
- Attend all publicity meetings

07. Web Master

- Create website and monitor its contents on a weekly/daily basis
- Comply with University regulations and guidelines for image consistency
- Obtain approval from University website committee for new ideas.

Expectations for Publicity Director
- Attend ALL SPA events
Hold as needed meetings with committee heads
Attend All E-board meetings
Attend as needed core board meetings
Attend at least one conference
Support everyone in the organization

08. Committee Chair Duties/Responsibilities
a. Recruit and train committee members.
b. Chair committee meetings.
c. Represent the committee at Executive Board meetings.
d. Prepare and present committee proposals to the Executive Board.
e. Coordinate activities approved by the Executive Board.
f. Record minutes of committee meetings and turn in reports to the Vice President/Secretary.
g. Submit written evaluations from activity surveys
h. Submit budget expense reports of all committee activities.
i. Help the publicity coordinator publicize all events.
j. Attend all SPA sponsored functions and/or events.

A. Entertainment Committee Chair
This committee plans, produces and staffs variety acts, comedian, block parties, pool parties, etc. The members of this committee are responsible for all aspects of putting on the events they sponsor. Plan Comedy Night. Sponsor or co-sponsor music/concert type events.
- Plan methods for buying and distributing tickets to one concert per semester, plan Comedy night in the spring, plan DJ for Crawfish Day
- Hold weekly meetings
- Attend ALL SPA events
- Hold weekly meetings with VP and advisor
- Have a committee roster of at least 20 people
- Must have a quorum of at least 5 people to have a official meeting
- Effectively and efficiently manage your budget
- Attend all E-Board meetings
- Have all plans for the next semester completed by the final meeting of the semester
- Attend a conference
- Support everyone in the organization

B. Multicultural and Speakers Committee Chair
The Multicultural and Speakers Committee sponsors artists and lecturer activities, and selects, produces. The Committee Chairperson shall represent SPA on the University Artists and Lecturers Committee. This Committee provides suggestions, production support, technical support, and assists with implementation of University Artists and Lecturer Committee activities also known as Jubilee. The Multicultural and Speakers Committee will provide programs of cultural, educational and creative nature.
Plan programs of cultural, educational and creative nature and work with African-American History Month, Women’s History Month, and Jubilee. Sponsor or co-sponsor artists and lecturer activities as well as events that focus on diversity and culture.

- Hold at least 4 events per semester, 2 of which are diversity events
- Hold weekly meetings
- Hold events that focus on diversity and cultural events
- Attend ALL SPA events
- Have a committee roster of at least 20 people
- Must have a quorum of at least 5 people to have an official meeting
- Effectively and efficiently manage your budget
- Attend all E-Board meetings
- Have all plans for the next semester completed by the final meeting of the semester
- Attend a conference
- Hold weekly meetings with VP and Advisor
- Work with other organizations on campus to help plan your events
- Sit on Jubilee, Sexual Assault Awareness, Black History, & Women's History month committees; Support everyone in the organization

C. Special Events Committee Chair

As the name implies, this committee coordinates the efforts of several SPA committees for big events such as Family Day, Welcome Back Day, Halloween Breakfast, Mardi Gras Breakfast, and Crawfish Day. Though the committee programs for several specific activities, it takes months and months of preparation to make it successful. This committee organizes the most awaited events each fall and spring.

- Hold weekly meetings
- Attend ALL SPA events
- Have a committee roster of at least 20 people
- Must have a quorum of at least 5 people to have an official meeting
- Effectively and efficiently manage your budget
- Attend all E-Board meetings
- Have all plans for the next semester completed by the final meeting of the semester
- Work with other organizations to co-sponsor your events
- Attend a conference
- Sit on Family Day, Welcome Back Day Committees
- Hold weekly meetings with VP and Advisor
- Support everyone in the organization

D. Spirit and Travel Committee Chair

This committee is in charge of promoting school spirit through home athletic events, tailgating activities, pep rallies, road trips etc. Each month each sporting team should be recognized with a “Spirit Night” where publicity is used to encourage participation and possibly have promotional items to give away. More specifically, highlight each sporting team once a month at a home game. Exceptions to this rule would be football games.

They are also in charge of the annual pirogue races held in the fall semesters. Equipment for Pirogue Races is held at Campus Recreation. SPA has 3 pirogues, paddles and life vests in our
inventory. In addition to athletic road trips, this committee can also sponsor trips to various destinations (amusement park and service learning, etc.).

- Hold weekly meetings
- Attend ALL SPA events
- Have a committee roster of at least 20 people
- Must have a quorum of at least 5 people to have an official meeting
- Effectively and efficiently manage your budget
- Attend all E-Board meetings
- Hold weekly meetings with VP and Advisor
- Have all plans for the next semester completed by the final meeting of the semester
- Work with other organizations to help co-sponsor your events
- Attend a conference
- Support everyone in the organization
- Hold at least 3 events per semester, possible ideas…
  - At least 1 bus trip per semester
  - DJ and giveaways during tailgating at game
- Support everyone in the organization

E. Union Activities Committee Chair

This committee is in charge of any type of interactive events for the students held in the Student Union. This is a committee with broad areas and responsibilities. This committee, while working with large vendors, does well making their own creative events, generally due to budget constrictions. Activities should reflect the needs of our diverse student body: commuter/resident students, tradition/non-tradition students, etc. (movies, Casino Night, tournaments, etc.)

Implemented in 2006 was a campus recreation tournament series that feeds into the regional tournament series, as part of the ACUI Region 12 Recreational Tournament held in February of each year. Events include chess, dominoes, 9-ball, table tennis, spades, College Bowl, Poetry Slam. Advertisement and sign up for the rec tournament will be held at the beginning of the fall semester followed up with brackets of play to determine the campus winner in each event. Students eligible to participate in the Regional Rec Tournament will be determined at the end of the fall semester, pending academic eligibility; SPA collaborates with the Student Union (Allie Johnson) and Campus Recreation (Michael Matherne)

- Hold at least 1 event per month, possible ideas
  - Weekly occurring event… Movie Monday, Tournament Tuesday etc.)
- Hold weekly meetings
- Utilize facilities on campus to hold your events (game room, racquetball, gyms, etc)
- Attend ALL SPA events
- Have a committee roster of at least 20 people
- Must have a quorum of at least 5 people to have an official meeting
- Effectively and efficiently manage your budget
- Attend all E-Board meetings
- Hold weekly meetings with VP and Advisor
- Have all plans for the next semester completed by the final meeting of the semester
- Work with other organizations to help co-sponsor your events
- Attend a conference
- Support everyone in the organization
B. **Significant Policies**

01. **Election of Officers**

   The governing power of the SPA shall be vested in the Executive Board. Members of the Executive Board are the President, Vice President, five Committee Chairpersons, Secretary, Business Officer, Publicity Director, Assistant Publicity Director, and the Advisor. The President and Vice President are elected with the spring elections. The Secretary, Business Officer, five Committee Chairpersons, Publicity Director, and Assistant Publicity Director are appointed by the Executive Board after an application period and an interview of applicants have been conducted.

   Refer to SPA Constitution Article VIII, Section I

02. **Resignation of Officers**

   Refer to SPA Constitution Article VII, Sections I - III

03. **Office Hours (including Time Sheets and Verification)**

   SPA Officers must keep track of office hours worked throughout the term. Core Executive Board members (President, Vice-President, Business Officer, Secretary, and Publicity Director) need to work at minimum 10 hours per week. The Assistant Publicity Director, Webmaster, and Committee Chairs need to work at minimum 5 hours per week.

   In addition to actual hours worked in SPA office, SPA Executive Board meetings, SPA committee meetings, and SPA events count towards the total number of hours worked during the month. On the last Tuesday of each of the eight months under contract, timesheets will be submitted to the President for signatures.

   The Business Officer will review timesheets to ensure that the officers are, on average, working the minimum number of hours. If an officer has not worked the minimum number of hours for that month, 1st offense: will lead to a meeting with the president and vice president, 2nd offense: warning from the advisor, 3rd offense: doc of pay, then leading to removal of office.

   The Advisor will check in SIS to verify that the student remains at full-time status. Should an officer drop down below 12 hours, he/she will be asked to leave office.

   *Timesheet is provided in Appendices*
04. Compensation

SPA Officers are compensated for a maximum of eight months during their regular term of office. Core Executive Board members have the option of being compensated at half the amount of a regular month during the Summer Session (June and July). In order to receive summer compensation, he/she must be enrolled in summer school. No summer compensation will occur if the Core Executive Board member is NOT enrolled in Summer Session.

Once time sheets have been verified and signed, the SPA Advisor will generate a memo (by the 5th of the following month) to Mike Naquin of the Controller’s Office requesting compensation for the following officers from SPA account 526745-5799. Checks will automatically be sent to the students via direct deposit or mail. Officers are responsible for setting up direct deposit with the Controller’s Office and maintaining an accurate address. The memo will include the SPA Officer’s name, social security number and dollar amount of compensation. The Controller’s Office will check for indebtedness to the University and any outstanding balance will be deducted from his/her paycheck. It is possible for an officer to not receive a paycheck (if the amount of indebtedness is more than the compensation). (Article XI, Section I of SPA Constitution)

SPA Officer compensation is as follows:
- President: $300.00/month, meal plan, and parking spot
- Other Core E-Board Officers: $200.00/month
- Committee Chairs, Asst. Publicity: $200.00/month
- Director, and Webmaster

05. Key Requests

Each SPA Officer will receive keys to the SPA Office Suite once the Professional Services Contract (PSC) has been completely processed. The key distribution list is as follows:
- WA12 - SPA Suite entrance
- XAG32 - Printing Room
- XAG33 - Supply Room
- XAG34 – Conference Room
- XAG35 - Offices

Keys are picked up/returned at the Purchasing Office located on the first floor of Elkins Hall. At the end of an officer’s term, he/she must return all keys that were issued to that officer at the beginning of the term. The April compensation check (last check) will not be distributed to the officers until keys have been returned to the Purchasing Office.

A $5.00 lost key fee will be charged to the student if a key has been lost.

Key Request form provided in Appendices.

06. Professional Service Contracts (PSC) for SPA Officers

PSCs will be completed on each SPA Officer at the beginning of his/her term for the purpose of officially/legally stating what is expected from each officer. Contracts will typically run for one academic year - an eight-month period consisting of: Fall Semester (August, September, October, November) and Spring Semester (January, February, March, April). Core Executive Board members have the option of working during the Summer Session (June and July) at half
the rate of the normal pay period but MUST be enrolled in school and taking classes to earn compensation. Officers will not be compensated if they are not attending classes during the summer session.

The PSC form will be completed in triplicate with a cover sheet (Form No. 1). A W9 form is required (by Purchasing Department, effective 4/18/06) to be attached to the contract when it is submitted for approval. The officer must complete the W9 form before the approval process can begin. Moreover, the information provided on the W9 must be exactly the same as it appears on the PSC. *PSC, Form No. 1, complete W9, paperwork provided in appendices.*

After the PSC has been generated, signatures need to be obtained on Form No. 1 (SPA Advisor, Director of Student Union, Executive Director for Auxiliary Services, Vice President for Student Affairs, Controller’s Office, and Purchasing. The PSC will be returned to SPA so that the SPA Officer may sign (and two people witness) the contract. The contract will then be delivered back to Purchasing to complete signature process (President’s Office and Purchasing). SPA will receive a copy of the PSC. Allow at least one month (generally two months for a PSC to be completely processed).

### C. Management

#### 01. Executive Board Meeting Agenda

The SPA Executive Board shall meet on a weekly basis. Traditionally, the Executive Board has met on Tuesday afternoons at 4:30 pm in the Student Union but is discussed and verified at the Summer Training Session for the upcoming year. *The agenda will typically include the following:*

*The Eboard of SPA holds meetings in the following general order.*

*The President calls the meeting to order.*

*Minutes are approved.*

*Committee reports*  
*Core Reports*  
*Advisor Reports*  
*Unfinished Business*  
*New Business*  
*Discussion Period*  
*Announcements*  
*Adjournment*

*For a specific diagram of how a meeting is run, see Appendix F*

#### 02. Executive Board Meeting Minutes

The SPA Secretary will take minutes of each meeting, type them in the computer and forward copies to the SPA Officers by Thursday of that week. The Webmaster will upload the minutes to the SPA website ([www.nicholls.edu/spa](http://www.nicholls.edu/spa)) before the end of the week.
03. **Installation of Officers**

SPA Officers will be installed at the annual SGA/SPA/SEALS Banquet which is typically held on the last Friday of April or first Friday of May. A representative from the Student Supreme Court or Election Commission will swear in the new officer with the following statement:

> “I, (state your name), do solemnly affirm that I will faithfully uphold the Constitution of Nicholls State University Student Programming Association.”

Should new officers be appointed/elected during the year, the SPA Advisor will swear in that person at an SPA Executive Board meeting using the same statement as above. (Article VIII, Section IV of SPA Constitution)

04. **Executive Board Decision Making**

The final vote on any issue shall be limited to the members of the Executive Board—a majority vote of Executive Board is necessary. In case of an emergency, when a quorum of the Executive Board cannot be convened, the Executive Committee by a majority vote of three members may conduct emergency business for the Association. The Executive Committee shall be the President, Vice President, Secretary or Business Officer, and Advisor. All decisions of the Executive Committee must be presented for review at the next meeting of the Executive Board.

05. **Strategic/Goals Planning**

Each year at the Planning and Training Retreat Annual Goals are discussed and voted on. These goals become the focus of the officers for that term. At the last meeting of the year, the goals are evaluated and submitted in the end of the report document.

06. **Assessments (Qualitative and Quantitative)**

Surveys are conducted after each SPA activity. A minimum of 10% of the attendee should be surveyed. SPA should provide incentives such as t-shirts and other giveaways to ensure completion of the appropriate amount of surveys.

*Survey provided in Appendices*

07. **Attendance Policy**

All Executive Board members are expected to attend 80% of the events for each academic semester to remain in good standing. At the beginning of each semester, a point system will be created by the Vice President and voted on by the Executive Board that will deal with attendance and absences. The point system will weight different events according to their importance. Either the Executive Board member will be present for the entire event to receive full credit or at the discretion of the Vice President.

*Absence forms provided in appendices*
08. **Bulletin Board-Mailboxes**

The SPA Bulletin Board is located in the Greek Hallway of the Bollinger Memorial Student Union next to the entrance into the Student Life Office. Flyers promoting upcoming events, committee meetings; officer applications; brochures; and officers and photos are to be on the bulletin board.

Mailboxes are located in the SPA Office Suites. Slots have been dedicated for each SPA officer, SPA paperwork/forms, and promotional information categorized into different topics. There is an SPA mailbox in the Student Life office and in the Student union Office. These boxes need to be check at least once a week.

09. **Computer/Technology Usage and Training**

SPA owns the following computer/technological pieces of equipment and is accounted for annually on inventory list during the month of February.

- Dell desktop computers (5)
  1. Committee Chair Office
  2. Publicity Office
  3. Core Executive Board Office
  4. Core Executive Board Office
  5. Advisor Office
- Dell laptop computers (2), Auxiliary Services storage cabinet
- Dell projector (1), Auxiliary Services storage cabinet
- Banner maker (1), Executive Office
- Sound system unit (1) in Le Bijou Theater
- Speaker unit (1) in Meade Hall
- TV/VCR unit (1), SPA storage closet across from parking
- Audio/Video equipment in Le Bijou Theater (upstairs)

At the beginning of each term of officers, Computer Services resets the password and user name on the desktop computers for the new officers to log in. The user must be logged into the computer in order to print a document. The five desktop computers are networked to a printer in the Committee Office. Computers are to be used for SPA work and for class work when SPA work has been completed – and not for personal use.

During the Summer Training Session or designated summer work day, the officers will be made aware of the computer, log on/off procedures, etc.

10. **Telephone Usage Policy**

Long distance phone calls can be made on the SPA work phones for the purpose of conducting business with vendors and recruiting/retaining members. Long distance calls should be tracked on phone call log sheets. On a monthly basis, the Advisor will receive a printout of all long distance calls made on the SPA phones. The Advisor will review all calls made, sign off on the calls and forward the statement to the Office of Auxiliary Services.

Should personal calls be made on SPA phones, the officer is subject to having this amount deducted from that month’s compensation check. If personal phone calls become excessive, the
Advisor will discuss the situation with the officer and deduct that amount from the officer’s paycheck.

The code for making long distance phone calls is as follows:
Core E-Board Office: 16 1212 9 1 (area code) phone number
Committee Office: 16 3434 9 1 (area code) phone number

11. **Collaborative Partnerships with University entities**

Collaborative partnerships are encouraged for the programming of campus events. Events such as Jubilee, Leadership Seminar and BHM Unity Gala are events currently being co-sponsored by SPA. SPA members should seek out opportunities to co-sponsor events and make sure SPA attend and receive adequate publicity.