Illinois State Student Anthropologist Association- SAA

Position title: Vice President of the Executive Board

Reports to: President of the Executive Board
Elected by: popular vote
Term: 1 academic year starting at Rites of Passage
Level: Officer

Summary
As one of the assisting leaders of the association it is the duty of the Vice President to oversee the activities and daily operations of the executive board. The position holder must work to ensure the ongoing success and completion of association goals. The Vice President also acts as an advisor to the President of the Executive Board in efforts to successfully represent the students within the department.

Qualifications:
- Student of Illinois State University
- Anthropology undergraduate/graduate student
- Plan to be enrolled within the university for a full academic year
- Must be in good academic and disciplinary standing with the University
- Have the ability to attend no less than 2/3rds of the bimonthly general and Executive Board meetings

Primary responsibilities
• Attend weekly Board Meetings
• Attend bimonthly general meetings
• Adhere to the Constitution and the Mission Statement
• Keep RSO status active with the Student Involvement Center
• Coordinate annual new member Initiation Ceremony
• Coordinate annual senior Rites of Passage Ceremony
• Perform the duties of vacant board positions
• Arrange and manage the Fall and Spring office hour schedule
• Hold 2 office hours per week