



SAB Elected Position Roles and Responsibilities

Executive Board:

President

- Roles and Responsibilities:
 - Facilitate meetings
 - Annual Directors Report: Brings SAB decisions/concerns/etc. to MPH Program Director
 - Has final say (along with Vice President and Secretary) on SAB decisions
 - Assists with creating meeting agendas
 - Manage SAB official email account
- Commitment: Be available via email; Able to attend all meetings; Upto three semesters (1 academic school year) with the accommodation to extend the position term limit pending a vote by the executive board; Able to attend some SAB “extracurricular” events/activities; Able to commit approximately 16 hours each month to preparation/follow-up/etc.
- Necessary Skills:
 - Present a clear dialogue
 - Good presentation skills
 - Being prompt in checking and replying to emails concerning SAB
 - Organize and delegate important duties within the SAB
 - Excellent time management

Vice President

- Roles and Responsibilities:
 - Ensure meetings remain focused and timely
 - ◆ Facilitates meetings when President is not available
 - Be in communication with faculty members who are interested in attending/providing input at SAB meetings
 - Has final say (along with President and Secretary) on SAB decisions
 - Assists with creating meeting agendas

- Commitment: Be available via email; Able to attend all meetings; Upto three semesters (1 academic school year) with the accommodation to extend the position term limit pending a vote by the executive board; Able to attend some SAB “extracurricular” events/activities; Able to commit approximately 16 hours each month to preparation/follow-up/etc.
- Necessary Skills:
 - Organized
 - Being prompt in checking and replying to emails concerning SAB
 - Excellent time management

Secretary

- Roles and Responsibilities:
 - Has final say (along with Vice President and Secretary) on SAB decisions
 - Assists with creating meeting agendas
 - Sends draft out ahead of bi-weekly meetings for input/feedback.
 - Taking notes during meetings and upload to SharePoint site for records.
 - Follow up by sharing “next steps” with relevant parties and send meeting notes and other documents out in timely manner.
 - Assist/take lead in developing necessary support materials like spreadsheets, word files, etc. on Microsoft SharePoint for collaborative work.
- Commitment: Be available via email; Able to attend all meetings; Upto three semesters (1 academic school year) with the accommodation to extend the position term limit pending a vote by the executive board; Able to attend some SAB “extracurricular” events/activities; Able to commit approximately 16 hours each month to preparation/follow-up/etc.
- Necessary Skills:
 - Detail oriented
 - Organized
 - Knowledge of Microsoft Word and Microsoft SharePoint
 - Strong note taking skills
 - Exceptional time management

Administrative Team:

Social Media Coordinator

- Roles and Responsibilities:

- Manage the Instagram account @MSUMPH
- Develop creative content and captions for social media posts
- Maintain links featured in LinkTree (as it relates to social media content)
- Manage and share Survey Monkey results
- Commitment: Be available via email; Able to attend all meetings; Upto three semesters (1 academic school year) with the accommodation to extend the position term limit pending a vote by the executive board; Able to attend some SAB “extracurricular” events/activities; Able to commit approximately 8 hours each month to preparation/follow-up/etc.
- Necessary Skills:
 - Creative thinking
 - Knowledge of how to create content and post on Instagram and other social media platforms

Newsletter Editor

- Roles and Responsibilities:
 - Develop and maintain newsletter template
 - Coordinate with newsletter authors (SAB members, faculty, students, and alumni) to amass articles and multimedia for publication
 - Coordinate with social media coordinator on strategic communications, aligning social media posts to content in the newsletter when appropriate
 - Maintain social media hyperlinks and featured LinkTree links (as it relates to the newsletter)
 - Establish, manage, and communicate deadlines for drafts and final content
 - Proofread content for errors and fit and esthetics within the template
 - Communicate updates and feedback to authors and SAB faculty leaders
 - Partner with SAB faculty leaders to confirm each issue meets accessibility standards, editing content as necessary
 - Finalize each newsletter layout and content for distribution by SAB faculty leaders
- Commitment: Be available via email; Able to attend all meetings; Upto three semesters (1 academic school year) with the accommodation to extend the position term limit pending a vote by the executive board; Able to attend some SAB “extracurricular” events/activities; Able to commit approximately 8 hours each month to preparation/follow-up/etc.
- Necessary Skills:
 - Creative thinking
 - Proficiency in Microsoft PowerPoint, Microsoft Word, and PDF creation
 - Skilled in formatting texts with images and photographs

- Well organized and detail oriented, especially in editing and proofing
- Effective written and oral communication (communicating feedback, updates, needs, etc.)

Recruitment Coordinator

- Roles and Responsibilities:
 - Handle development and distribution of flyers and other recruitment materials through the appropriate channels
 - Acting contact person for interested parties in SAB (e.g., field email inquiries, follow up to remind potential recruits of an upcoming meeting and send a thank you email afterwards)
 - Coordinate/schedule “meet and greets”
 - Serve as a panelist for MPH program recruitment
 - Coordinate with other members of the SAB team (Volunteer Coordinator, Social Media Coordinator)
- Commitment: Be available via email; Able to attend all meetings; Upto three semesters (1 academic school year) with the accommodation to extend the position term limit pending a vote by the executive board; Able to attend some SAB “extracurricular” events/activities; Able to commit approximately 8 hours each month to preparation/follow-up/etc.
- Necessary Skills:
 - Creative thinking
 - Effective written and oral communication
 - Proficiency in Microsoft PowerPoint, Microsoft Word, and PDF creation (for the development of flyers and other recruitment materials)
 - Excellent organization and time management

Volunteer Coordinator

- Roles and Responsibilities:
 - Organize volunteer and service opportunities
 - Look for ways for students to engage in public health and community outreach related activities
 - Collect volunteer information, availability, and skills, and maintain an up-to-date database
- Commitment: Be available via email; Able to attend all meetings; Upto three semesters (1 academic school year) with the accommodation to extend the position term limit pending a vote by the executive board; Able to attend some SAB “extracurricular”

events/activities; Able to commit approximately 8 hours each month to preparation/follow-up/etc.

- Necessary Skills:
 - Ability to network and harness partnerships
 - Effective written and oral communication
 - Detail oriented
 - Ability to multitask

Faculty/Staff Oversight:

SAB Staff/Faculty Advisor

- Roles and Responsibilities:
 - Serve as a liaison between the SAB Advisory Board and the MPH Program.
 - Follow-up on items that need additional information.
 - Provide a faculty perspective
 - Serve as a sounding board
 - Be knowledgeable about/provide university and community connections
 - Handle administrative tasks such as setting up meetings, etc.
 - Support the SAB Advisory Board's mission, goals, and objectives.
- Commitment: Be available via email; Able to attend all meetings; At least three semesters (1 academic school year); Able to attend some SAB “extracurricular” events/activities; Able to commit approximately 8 hours each month to preparation/follow-up/etc.

General Membership:

- Roles and Responsibilities:
 - Voluntary contribution to newsletter sections
 - Share opinions/ideas during SAB meeting discussions
 - Provide a student voice
- Commitment: Be available via email; Able to at least 3 meetings per semester; At least one semester; Able to attend some SAB “extracurricular” events/activities.

Student Representative Positions on Program Committees:

Accreditation Committee: conducts periodic reviews of self-study progress and reporting, reviews data collection, and continues reviews following the initial self-study visit. The committee meets at least once a month. It is composed of seven faculty members appointed by the MPH Program Director, one admissions officer, one academic advisor, the D2L & curriculum support coordinator, the culminating experience coordinator, and the MPH Program Director.

Curriculum Committee: serves as an advisory body in the area of educational policy and examines/evaluates policies related to subject matter, methods of instruction, academic advising graduation requirements, and curriculum revision. The committee meets once a month and is composed of two core-course faculty, one faculty representative from the Division of Public Health, one graduate student, and four additional faculty members elected by their peers.

Stakeholder Advisory Committee: provides guidance and direction on matters concerning the overall operation of the MPH program, provides key information on developments in the field, ensures the program is current and relevant to industry and professional development practices, and recommends to the MPH Program Director program changes and proposals for the development of new engagement opportunities. The committee meets once in person during the fall semester with updates by email in each of the other academic semesters. It is composed of one current MPH student, one MPH alumna/us, three community partner representatives, three to six faculty representatives from units external to CHM, one MPH division faculty, and two MPH program faculty.

Workforce Development Committee: functions as an advisory body in the area of workforce development and examines the broad workforce development needs affecting Michigan and graduates of the MSU MPH Program. The committee meets monthly and is composed of three MPH faculty, two division representatives, one MPH alumna/us, one student representative, two community representatives, and two staff representatives.