



JOB DESCRIPTIONS

Chair (1 person)

- Responsible for planning and presiding over weekly meetings
- Responsible for execution of all programmed activities
- Works to establish and maintain relationships with professors/administration/etc., along with Solidarity Cabinet board members
- Responsible to meet weekly with Student Activities Advisor
- Above all, responsible to maintain the vision of Solidarity Cabinet through leadership, guidance, encouragement, and equipping the board through the year's activities and participatory events

Events Coordinator (3-4 people):

- Responsible for planning and executing events, activities and forums for Solidarity Cabinet
- Coordinate with Public Relations in advertising events and activities for Solidarity Cabinet
- Collaborate on events with clubs, OMD organizations and other SAO organizations
- Responsible to attend weekly cabinet meetings

Public Relations (1-2 people):

- Work with Solidarity Cabinet board to create advertisements and publicity for Solidarity events
- Responsible for maintaining website, social media, bulletin board, email and all other forms of publicity
- Responsible to attend weekly cabinet meetings

Administrator (one person):

- Responsible for keeping accurate records of all Solidarity Cabinet expenditures
- Work as aid and consultant in all financial dealing for the Solidarity Cabinet Board, including the expenditure of any funds not listed in the budget
- Supply quarterly financial updates to Chair and Advisor
- Responsible to attend weekly meetings, take notes and distribute to the team
- Other responsibilities as assigned by the Solidarity Chair

Chaplain (one person)

- Responsible for leading/delegating weekly devotionals
- Responsible for prayer vigils and multicultural worship nights
- Regularly seeks to bring racial reconciliation conversations centered on the hope that comes through knowing Christ
- Responsible to attend weekly cabinet meetings
- Assists other positions on the cabinet as needed