

Student Philanthropy Council

University of Washington

2012-2013

SPEP Council leadership Structure

**CHAIR**

* Create an agenda for and lead SPEP Strategic Planning Retreat
* Articulate SPEP’s vision to UW Foundation staff, Council members and student body
* Lead all Council meetings
* Maintain convenient weekly meetings with UW Foundation staff
* Maintain convenient weekly meetings with Vice-Chair
* Maintain meetings as necessary with Treasurer
* Spend no less than 2 hours a week in the SPEP office (located on the 1st Floor of the UW Tower)
* Maintain and publish SPEP calendar
* Maintain the culture and chain of command in SPEP
* Plan SPEP social events to facilitate member integration
* Ensure all SPEP commitments and projects are managed properly
* When necessary take the lead on major projects
* Manage all Committee Directors and Committee activities
* Regularly meet with UWAA
* Facilitate future leadership cultivation
* Lead outreach to campus departments with assistance from the Vice Chair

**VICE CHAIR**

* Assist Chair with Committee management responsibilities
* If Chair is unavailable, serve as SPEP Chair
* Maintain convenient weekly meetings with Chair
* Spend no less than 1 hour a week in the SPEP office (located on the 1st floor of the UW Tower)
* Take detailed and organized meeting notes
* Send meeting notes to all Council members within two days of each meeting
* Include all discussed action items for all Council members on notes
* Note the progress on action items and projects in notes
* Take attendance at each meeting
* Track Council member Committee involvement
* Attend all Council meetings
* Assist Chair in planning SPEP social events
* Manage Fall and Spring recruitment efforts
* Organize regular tabling opportunities on campus and member staffing of those events
* Create and implement new and engaging tabling strategies with the assistance of the MarCom Director
* Lead campus outreach by engaging with other campus organizations and departments with the Chair

**TREASURER**

* Monitor all 4 Committee budgets
* Keep the Chair, Vice Chair and UW Foundation staff informed of all money raised and spent by creating and submitting monthly and annual reports
* Receive all “request for funds” from Committee Directors and submit requests to the Chair and UW Foundation Staff
* Perform budget forecasting; as it pertains to SPEP’s weekly, monthly and quarterly allocations and needs
* Ensure that all funds collected are recorded and turned in to the UW Foundation Staff
* Maintain meetings as needed with Chair
* Maintain monthly meetings with UW Foundation staff to compare budget notes and/or reconcile the budget

**SOCIAL MEDIA DIRECTOR**

* Develop and implement a Social Media strategic plan for 2011/12
* Manage and regularly post on the SPEP Facebook and Twitter pages
* Work to support other leadership members’ needs to assist with events, marketing, and recruitment

**MARKETING/COMMUNICATIONS DIRECTOR**

* Manage the MarCom Committee
* Take part in on all SPEP communications (written, verbal, presentations)
* Work with other leadership members to create marketing material for recruitment, events, tabling, or other needs
* Create and implement new and engaging tabling strategies with the Vice Chair
* Manage relationship with Student Life and ASUW
* Create educational videos about the Foundation and SPEP, create fun media opportunities
* Manage SPEP Email account
* Spread the word about SPEP

**EVENTS DIRECTOR**

* Manage the Events Committee
* SPEP Kick-Off planning and implementation
* Dawg Days
* Philanthropy Day
* Association of Fundraising Professionals (AFP) Event
* Assist Chair and Vice Chair in organizing socials for SPEP members

**VOLUNTEER DIRECTOR**

* Manage the Volunteering Committee
* Provide regular (at least monthly) volunteering opportunities for SPEP members both on campus, within the Foundation, and in the surrounding community
* Organize staffing of volunteer events
* Responsible for creation and maintaining philanthropy program bank for internal and external use
* Coordinate SPEP MLK Day of Service
* Work with the Carlson Center to advertise student volunteering opportunities
* Meet regularly with Chair to plan for volunteering at internal Foundation events

\*All leadership positions may have more responsibilities than those listed above.