SHAC Position Descriptions

Executive Board Positions

- **President.** The President is an elected position and a member of the SHAC Executive Board. Duties include responsibility for the following:
  - Create meeting agendas and calls/runs all meetings
  - Holds votes and has final decision in event of a tie
  - Serve as the official spokesperson for SHAC
  - Creates and maintains meaningful partnerships with other JMU departments, organizations, and/or entities as to support the mission of SHAC
  - Meet regularly with SHAC Advisor

- **Vice President.** The Vice President is an elected position and a member of the SHAC Executive Board. Duties include responsibility for the following:
  - Works with SHAC members and Advisor to find meeting times and locations
  - Provides support to committees and their committee chairs; Receives reports on committee progress
  - Identify and organize professional development opportunities for SHAC members; work with SHAC advisor and UHC as needed.
  - Work in partnership with the SHAC President in forging meaningful partnerships with other JMU departments, organizations, and/or entities

- **Secretary.** The Secretary is an elected position and a member of the SHAC Executive Board. Duties include responsibility for the following:
  - Maintain accurate and up-to-date membership rosters
  - Disseminate meeting agendas to SHAC membership in advance of upcoming SHAC meetings
  - Record meeting minutes and distribute to SHAC members after meetings
  - Distribute any other information and materials to SHAC members as needed or directed

- **Treasurer.** The Treasurer is an elected position and a member of the SHAC Executive Board. Duties include responsibility for the following:
  - Leads efforts in determining allocation of SHAC funds provided by the UHC
  - Works with SHAC Advisor at appropriate points during the fiscal year on building the SHAC budget
  - Liases with SHAC Advisor (and appropriate UHC Business Operations Team staff, as needed) for the purchase materials relevant to SHAC business
  - Provides regular updates at SHAC meetings on status of SHAC funds
Committees

• **SHAC Membership Committee.** The purpose of this committee is to attract, obtain, and retain student members. This committee is responsible for creating and running the membership process from application to full fledged member.
  
  o This is an annual standing committee that will consist of general SHAC members
  o Committee Member Roles:
    • Director
    • Marketing
    • Recruitment
    • Public Relations
    • Financing
  o The Membership Committee will hold separate meetings or otherwise work independently as needed in order to achieve the Committee’s purpose and goals
  o Projects may include (but are certainly not limited to) the following:
    • Represent SHAC at Student Org Night and other venues
    • Design and distribute SHAC recruitment materials
    • Develop a new member application, applicant evaluation, and applicant acceptance process

• **UHC Services Awareness Committee.** The purpose of this committee is to improve awareness of the various services offered by UHC among JMU students.
  
  o This is an annual standing committee that will consist of general SHAC members
  o Committee Member Roles:
    • Director
    • Marketing
    • Liaison with the University Health Center
    • Public Relations
  o The Membership Committee will hold separate meetings or otherwise work independently as needed in order to achieve the Committee’s purpose and goals
  o Projects may include (but are certainly not limited to) the following:
    • Work with UHC Communication Coordinator in designing and disseminating marketing messages
    • Conduct surveys or other assessments of students’ knowledge about UHC services
    • Provide recommendations to the UHC Leadership Team on how to more effectively communicate info about the UHC
• **UHC Services Feedback Committee.** The purpose of this committee is to provide the UHC with feedback from the student perspective about the UHC, suggest improvements, and propose ideas for new services and programs. This will provide a student voice in helping the UHC be as student-centered as possible in its approach to student healthcare.
  - This is an annual standing committee that will consist of general SHAC members
  - Committee Member Roles:
    - Director
    - Survey Coordinator
    - Survey Analyst
  - The Membership Committee will hold separate meetings or otherwise work independently as needed in order to achieve the Committee’s purpose and goals
  - Projects may include (but are certainly not limited to) the following:
    - Review UHC policies and procedures, websites, publications, and other materials that support UHC programs and services
    - Collect and provide feedback from students (solicited and unsolicited) to UHC Leadership Team
    - Propose health and wellness-related ideas for programs and services to UHC Leadership Team

**SHAC Representative Positions**

These positions can be members of the Executive Committee or members of the general body.

- **SHAC Representative to UHC Leadership Team.** This position will entail attending and being an active participant in bi-weekly UHC Leadership Team meetings (typically held every other Tuesday from 9-11am). This representative position will be responsible for providing appropriate updates, information, and feedback from SHAC to the Leadership Team, presenting a student perspective during Leadership Team discussions, and reporting relevant information discussed in Leadership Team meetings (as appropriate) to SHAC. (May have 2-3 people rotate meetings)

- **Mid-Atlantic College Health Association (MACHA) Student Member-at-Large.** This position, which is appointed by the MACHA President Elect, officially serves as the Student Regional Representative to the ACHA Student Section, is a member-at-large, and serves on the MACHA Program Planning Committee. Please note that while we can submit SHAC member names to MACHA for consideration, there is no guarantee that a JMU SHAC member will be appointed to this role.
American College Health Association (ACHA) Student Representative Member for our Institution (SRMI). As part of JMU’s institutional membership with ACHA, we are allowed to appoint a Student Representative Member for our Institution (SRMI). As an institutional member, SRMI membership fees are free.

SHAC MISSION: SHAC will partner with the University Health Center to optimize student wellness through policy advocacy, health promotion, and advocating for the health of JMU students. Our goal is to promote healthy living and student success by focusing on preventative care.