

Duties of the President ACASC Student Board

Responsibilities of the President

1. Represent the students at meetings as approved by the ACASC Executive Committee (Doc ExCo)
 - a. Attend the ACASC mid-year meeting
2. Create a big project to complete during the year
 - a. Create S.M.A.R.T. Goals for each position to accomplish the project
3. Appointment and Supervise Committees
4. Represent the ACASC to the public and other professional organizations
5. Oversee operations of the ACASC Student ExCo
 - a. Hold all documents on Google Drive and ensure all information is passed to the incoming board
6. Monthly Student Meeting
 - a. At the beginning of the term, set a consistent date and time to meet
 - i. Google plus
 - invite the team to a group
 - once people are logged in, send an invite to “hang out”
 - this can be used for up to 8 people
 - ii. or Free Conference Call
 - b. Set the agenda and email to student ExCo 24 hours prior to the meeting
 - i. Agenda should also be sent to the advisor and the president of the Doc ExCo
 - c. On the call
 - i. Begin meeting
 - ii. Confirm attendance of members
 - iii. Facilitate discussions
 - iv. Call for votes
 - v. Close meeting
7. Monthly Board Meetings
 - a. Be on the call (usually a Sunday evening)
 - i. if unable to attend, notify the 1st VP to fill in
 - ii. If no one can make the call, inform the Ex Co that you cannot be on the call and provide a written report of the progress and status of the student board.
 - iii. Be prepared to present information of what is going on within the student board. This should be about 5 minutes.
 - iv. Stay on the call to participate when needed
8. Chapter Representatives
 - a. Oversee the track the presidents and faculty advisors, at each school
 - b. Should be delegated to the exco (1st VP takes the lead)
 - i. 3 to 4 schools per position
 - ii. Send our emails to the contacts on the Google Drive contacts list
 - c. Long term goal would be to have the presidents on the calls (or a couple of calls per year)

- i. Purpose of the president's call would be to maintain contact, support chapter development and encourage growth and membership
- 9. Annual Symposium
 - a. Conduct an Annual General Meeting (AGM) for the students in attendance
 - i. usually done over the lunch hour
 - ii. Highs/low 5 minute discussion, brainstorm, for improvements for chapters who are lacking membership, ect.
 - b. Provide the student report at the general meeting
 - c. Help doctor exco with tasks
- 10. Google Drive Documents
 - a. Update documents on the google drive (should be a shared duty) and confirm all documents are complete
 - b. Pass access to the incoming president
- 11. End of the term
 - a. Create end-of term survey
 - i. Should be aimed at constructive ways to improve the council
 - ii. Update the operations manual

Duties of the 1st Vice President ACASC Student Board

Responsibilities of the 1st Vice President

1. Membership
 - a. Work with ACA to achieve goals for Membership Drive.
 - b. Help update the student leader contact sheet on the google drive
 - i. Contact SACA Sports Council Presidents and ACA 1st Vice President
 - ii. Keep open communication between E-Board and Assigned School Chapters.
2. Monthly Student Meeting
 - a. Prepare a short update on projects and any membership updates
3. Monthly ACASC Executive Board (EcCO) Meeting
 - a. Attend the monthly calls
 - b. Provide the update if the president is unable to attend
4. Liaison to SACA Specialty Councils
 - a. Attend monthly conference call,
 - b. If unable to attend have another member attend
5. Liaison
 - a. Serve as a liaison to designated schools
 - i. Maintain the contact list of the council presidents and faculty advisors
 - ii. Maintain regular contact
 - b. Serve as a liaison to the doctor ExCo member
 - i. Write an email introduction in the first week of holding the position
 1. CC Advisor and president of the student exco
 - c. Keep contact with ACA 1st Vice President
 - i. Inform VP of current progress of current projects
 - ii. Obtain Monthly membership reports
 - iii. Miscellaneous items

Long term- oversee the preceptorship/ mentorship program. For the time being, the task will be delegated to a committee of past exco members to help get it off the ground.

Job Duties of the 2ND Vice President ACASC Student Board

1. Monthly Student Meeting
 - a. Attend Monthly Calls
 - b. Prepare a short update on projects
2. Monthly ACASC Executive Board (EcCO) Meeting
 - a. Attend the monthly calls
3. Liaison
 - a. Serve as a liaison to designated schools
 - i. Maintain the contact list of the council presidents and faculty advisors
 - ii. Maintain regular contact
 - b. Serve as a liaison to the doctor ExCo member
 - i. Write an email introduction in the first week of holding the position
 1. CC Advisor and president of the student exco
4. Event Planning (Symposium)
 - a. Prior to the symposium
 - i. Delegate tasks leading up to the symposium
 - ii. Fundraising
 1. Confirm with the doc ExCo the amount of the amount the students are expected to receive from sponsors
 - a. money and donations for raffle prizes and the social
 - b. typically, the amount raised is \$1,000
 2. Manage the vendor contact list
 - b. Create promotional materials to advertise to the symposium
 - c. Connect with Social Media Chair
 - i. Help out with social media posts and community development
 - ii. Use/create hashtags
 - iii. "Tag" doctors, companies, ect
 - iv. Share bios of symposium speakers
 - d. Connect with secretary
 - i. Help make promotional material for symposium speaker
 - e. Serve as the lead on the speed dating event
 - i. Delegate tasks to other members
 - ii. Help secure funding
 - iii. See standard operating procedure (SOP) for the event
 1. This is meant to be an informal interviewing event lasting roughly 2 hours on Friday night of the symposium.
 - a. Send an e-blast to registered doctor:
 - b. Send an e-blast to registered students
 - c. Collect interest of both parties and create a spreadsheet within the google docs of members with confirmed interest
 - f. Helpful tips from years previous...
 - i. Get promotional materials out early to the chiropractic colleges. The main program starts at noon and that is what most of the registration

materials reflect so it's helpful to get this information out to students so when making travel arrangements.

- ii. You can't start planning this too early. It will sneak up on you, and you have to remember, that the Executive council is planning speakers and soliciting sponsors
 - iii. Be sure to find a keynote that is a strong, inspiring speaker. You want someone that is going to grab their attention and get the students excited. And again, find someone local to the symposium location because they will be quicker to commit and you want to organize this early.
5. Prior to the symposium
- i. Delegate tasks leading up to the symposium (Primary Duty of the 2nd VP)
 - ii. Fundraising
 - 1. Confirm with the doc ExCo the amount of the amount the students are expected to receive from sponsors
 - a. money and donations for raffle prizes and the social
 - b. typically, the amount raised is \$1,000
 - iii. Student Speed-Interviewing Event
 - 1. This is meant to be an informal interviewing event lasting roughly 2 hours on Friday night of the symposium.
 - a. Send an e-blast to registered doctor:
 - b. Send an e-blast to registered students
 - c. Collect interest of both parties and create a spreadsheet within the google docs of members with confirmed interest
 - b. More information see standard operating procedure (SOP)
 - c. **Send thank you notes to all sponsors and speakers.**

Duties of the Secretary ACASC Student Board

- 1. Monthly Student Meeting
 - a. Attend Monthly Calls

- b. Prepare a short update on projects
- c. Take Notes
 - i. Start off with the time the call officially starts
 - ii. Writing down the topics covered and the person speaking.
 - iii. Record action items
 - iv. Each time a new topic is introduced, record the time and person speaking.
 - v. After all topics are discussed and recorded, I will record the date and time of the next conference call and record the official end time of the call.
- d. Send minutes the board members
 - i. include again the list of tasks that need to be completed before the next call and the name of the board member who is responsible for completing the task.
 - ii. Always include the advisor and the president of the ACASC
- 2. Monthly ACASC Executive Board (EcCO) Meeting
 - a. Attend the monthly calls
- 3. Student Editor of Sports Talk
 - a. Elect a subcommittee member
 - i. Connect with ACASC Secretary to establish a list of deadline
 - ii. Put our requests for submissions
 - 1. about 1 page in length
 - 2. Reports to ACASC President with the final draft
- 4. Liaison
 - a. Serve as a liaison to designated schools
 - i. Maintain the contact list of the council presidents and faculty advisors
 - ii. Maintain regular contact
 - b. Serve as a liaison to the doctor ExCo member
 - i. Write an email introduction in the first week of holding the position
 - 1. CC Advisor and president of the student exco

Duties of the Social Media Director ACASC Student Board

- 1. Monthly Student Meeting
 - a. Attend Monthly Calls
 - b. Prepare a short update on projects

2. Monthly ACASC Executive Board (EcCO) Meeting
 - a. Attend the monthly calls
3. Liaison
 - a. Serve as a liaison to designated schools
 - i. Maintain the contact list of the council presidents and faculty advisors
 - ii. Maintain regular contact
 - b. Serve as a liaison to the doctor ExCo member
 - i. Write an email introduction in the first week of holding the position
 1. CC Advisor and president of the student exco
4. Maintain the SACA Sports Council Page
 - a. Keep our student ACA Sports Council connected between the numerous chapters as well as doctors that are already out in the field.
 - b. Facebook has become the primary way that this is accomplished
 - i. Monitor the ACA Sports Council page and ensure that information is being passed on the student group
 1. Over the past year this primarily concerned doctors who were working at the summer Olympics and information regarding the symposium
 - ii. General considerations for management of the social page should include, but is not limited
 1. Approve/make posts directly associated with SACA Sports Council and ACA Sports Council member news and enrichment
 2. Approve/make post directly associated with chiropractic education
 3. Approve/make posts/share from SACA Sports Council partners organizations and organizations that provide support to the SACA Sports Council
 4. Avoid controversial social media impressions that are not supported or endorsed through the ACA Sports Council
 5. Deny posts that endorse or promote products or brands not affiliated with sponsorship of SACA Sports Council or the ACA Sports Council
 - c. Assist the ACA Sports Council Treasurer with any requests. That position in the executive boards mentors position assigned to our student board.
 - i. in 2016 there were no special requests
5. Symposium
 - a. Post to social media during the symposium
 - b. Assist the ExCo with any tasks