

PRINCETON UNIVERSITY ART MUSEUM

The **Student Advisory Board Executive Committee** consists of the following roles. The students in these positions will work with each other and the Members-at-Large to manage the activities of the SAB.

President

The President leads and plans all SAB meetings and is the head of the Executive Committee. The President is responsible for managing and maintaining workflow within the SAB as well as ensuring that all tasks are completed in a timely fashion.

Vice President of Social Media and Marketing

The Vice President for Social Media and Marketing is responsible for updating the Facebook page and blog with events, student spotlight interviews, and other projects. He/she also works with Museum staff to develop marketing materials and campaigns for SAB events, and coordinating marketing opportunities for the group (including the semi-annual ODUS Student Activities Fair).

Vice President of Events

The Vice President for Events is responsible for running every SAB sponsored event. This requires overseeing such details as entertainment, performers, food, building services, etc. before the event and overall event logistics.

Chair of Student Outreach

The Chair of Student Outreach works closely with the VP for Events, and is responsible for organizing and executing SAB co-sponsored events that develop and occur inside or outside the Museum. This includes collaborations with other student groups and university organizations. This position also oversees volunteers for all student outreach activities.

Chair of Community Outreach

The Chair of Community Outreach is responsible for organizing and executing programs and activities that connect the Museum to the surrounding communities outside of Princeton University. This can include bringing community groups to the Museum to experience our collection and exhibitions. Additionally, the chair can coordinate community service opportunities for the SAB encouraging members to visit and engage with surrounding communities.

Chair of Academic Outreach

The Chair of Academic Outreach is in charge of bringing at least one visiting artist to campus each year as well as developing the academic components of SAB- organized events.

Chair of Alumni Outreach

The Chair of Alumni Outreach is responsible for organizing the annual Reunions lunch with alumni working in the arts for SAB members and alumni. He or she is also responsible for creating a bi-annual newsletter about SAB events and projects for alumni.

Secretary

The Secretary records the minutes of each general meeting of the Student Advisory Board and keeps records of SAB programming and events for future reference. It is imperative that the secretary attend all SAB general membership meeting.