

# **HONORS STUDENT ADVISORY COUNCIL**

## **Leadership Positions and Responsibilities**

### **OVERVIEW**

The premise of the Honors Student Advisory Council (also known as HSAC) leadership program is to challenge each HSAC officer to develop the skills and attributes necessary to be successful in the future as a global citizen. Being an active HSAC officer is one of the most valuable ways to build leadership abilities, expand interpersonal relationships, extend program management skills, and develop and incorporate integrity into your daily life.

### **GENERAL EXPECTATIONS OF ALL OFFICERS**

- Serve as a role model, embodying the ideals of a student leader and engaged HSAC member.
- Must be actively working toward (and on track toward) attaining either an Honors College Certificate at graduation, or an Honors College Diploma.
- Commit to being solution minded, setting a positive atmosphere, and being a positive representative of the Dr. Floyd F. Koch Honors College at Palm Beach State College, Honors Student Advisory Council, its executive board, and the Honors College Manager.
- Take an active role in planning and holding HSAC meetings and events, such as Florida Collegiate Honors Council, Honors Annual Symposium, Relay for Life (or other annual community fundraising focus of Honors), and the Peer Mentoring Program, and possibly volunteering to be a reviewer for papers submitted to *Sabiduria*, the Honors College Peer Reviewed Publication.
- Possess accurate and up-to-date knowledge of HSAC opportunities, events, Honors College points system and effectively communicate these items to anyone who asks.
- Be able to attend all HSAC meetings and the majority of the executive board meetings. Requires travel to each campus on a rotating basis. (\*There are approximately 4 to 5 Honors Student Advisory Council Meetings per semester. 2 or more unexcused absences from HSAC meetings may be cause termination from an officer or liaison position.)
- Maintain open and prompt communication with fellow officers, campus liaisons, HSAC members and the Honors College Manager. Be available in person, online and by phone.
- Network with other organizations and individuals to increase the effectiveness of HSAC activities, as well as to promote enrollment and activity in the Honors College to Honors prospects.
- Actively engage in a leadership role in the peer mentoring program; Prepare mentor and mentee Honors Students to understand Honors College requirements and expectations.

- Take advantage of the opportunities to develop personally and professionally through an HSAC leadership role, including possible attendance of seminars, trips or meetings.
- Possibly attending PBSC meetings as a representative for HSAC, and relaying gathered information to the rest of the executive board and/or council.
- The ability to dedicate the required time to fulfill these roles.
- Promote the definition of the Honors College (we are not a club) and unity of one Honors College with various campuses.

## **REQUIRED POSITIONS**

### **FACULTY LIAISON**

*Advises and supports the efforts of the HSAC, providing consistency from year to year.*

#### **Responsibilities**

- Acts as an advisor to the executive board and offers administrative perspective at meetings
- Communicates between the HSAC and the Honors Advisory Board
- Attends HSAC meetings as possible
- Works with Honors College Manager to set events to promote Honors College and opportunities for Honors Students.

### **HSAC PRESIDENT**

*Manages the council's overall goals and direction for the year, while maintaining positive relations with the HSAC members, the executive board and Honors College students and faculty; Seeks Growth of the Honors Student Advisory Council as well as the Dr. Floyd F. Koch Honors College at Palm Beach State College.*

#### **Responsibilities**

- Be an active member of the HSAC executive board
- Attend HSAC monthly meetings
- Organize, plan and facilitate the growth and success of the council
- Finalize the executive board's agenda for HSAC meetings
- Contribute to the initial agenda for HSAC executive board meetings, Provide final approved agenda to the Honors College manager to approve and prepare for HSAC
- Communicate regularly with the Honors College manager and officers
- Provide support of Honors College Managers vision and direction for the Honors College
- Communicate with HSAC and Honors College students through social networking sites such as Facebook
- Hold council leadership accountable for goals and performance, and oversee officer transitions

- Act as a liaison between the HSAC, students and faculty
- Oversee that minutes are submitted by Secretary of any HSAC meeting where minutes have been taken, revised and approved by entire executive board and submitted to Honors College manager within 5 days to print for final, official approval HSAC members at next HSAC meeting.
- Focus on promoting the growth of Honors College graduates by working with both the Honors College Manager and HSAC to brainstorm and implement ideas that fosters higher graduation rates of Honors Students graduating with either a certificate or diploma
- Aid in planning and lead by example by promoting, as well as taking an active role in: FCHC, Honors Annual Symposium, Relay for Life (or other annual community fundraising focus of Honors), and the Peer Mentoring Program.
- Participate in Palm Beach State College Events, Fairs, Welcome Activities, Orientations, Seminars, etc., to provide publicity for the Honors College
- Be able to fulfill the General Expectations required of All Officers
- Understand that the President's position for HSAC is still developing and the President must have the ability to be flexible enough to take on additional responsibilities that may not be represented within the above text.

## **HSAC VICE PRESIDENT**

*Corroborates with the President to ensure the growth and success of the Honors College and HSAC; manage various projects or HSAC programs to ensure compliance from all campuses, the Executive Board, the Honors College Students and volunteering faculty.*

### **Responsibilities**

- Be an active member of the HSAC executive board
- Fulfill the duties of the HSAC President in his/her absence
- Support the planning of executive board meetings, contribute to HSAC agenda's.
- Organize HSAC meetings (meeting locations and times)
- Communicate with HSAC and Honors College students through social networking sites such as Facebook
- Initiate collaboration between the HSAC and other groups/organizations
- Work closely with liaisons, Secretary, Historian to make sure each person in the role fully understand their required responsibilities.
- Aid the President and Honors College Manager manage various projects the Honors College has and coordinate with each member of the executive board and/or volunteers from the council to ensure the project stays on track.
- Keep council attendees focused during HSAC meetings so as to maintain order.
- Make sure Secretary/Communications submits minutes within 5 days of any HSAC meeting where minutes have been taken, and Historian has made edits and submitted to Vice President to review and send to the President within same 5 days.

- Focus on promoting the growth of Honors College graduates by working with both the Honors College Manager and HSAC to brainstorm and implement ideas that fosters higher graduation rates of Honors Students graduating with either a certificate or diploma
- Aid in planning and lead by example by promoting, as well as taking an active role in: FCHC, Honors Annual Symposium, Relay for Life (or other annual community fundraising focus of Honors), and the Peer Mentoring Program.
- Participate in Palm Beach State College Events, Fairs, Welcome Activities, Orientations, Seminars, etc., to provide publicity for the Honors College
- Be able to fulfill the General Expectations required of All Officers
- Understand that the Vice President's position for HSAC is still developing and the Vice President must have the ability to be flexible enough to take on additional responsibilities that may not be represented within the above text

## **SECRETARY OF COMMUNICATIONS**

*Keeps an organized and detailed account of chapter activities and happenings; Communicates to Honors Student Advisory Council, the Executive Board and faculty and keeps records of Honor Student involvement at various HSAC sponsored meetings, projects and events.*

### **Responsibilities**

- Attend and record minutes and attendance for all HSAC/HSAC officer meetings, peer mentoring meetings, and possible notes for additional meetings such as Relay for Life Planning meetings.
- Distributes minutes in timely fashion to all HSAC officers for review. Oversee that each person reviews, adds possible revisions and responds with revisions within 5 days.
- Forwards minutes approved by majority vote of HSAC to Honors College Manager for posting online
- Type and send out the final agenda for the HSAC meetings to the executive board and the Honors College Manager
- Provide copies of the Agenda at each HSAC meeting (through the Honors office)
- Gather events from Honors College Liaisons, HSAC eboard & members, student liaisons, as well as faculty liaisons from various campuses. Submit for approval to post.
- Communicate with HSAC and Honors College students through social networking sites such as Facebook. Update Facebook with all new Honors College events and reminders
- Fill in for Historian role for multimedia records if Historian is unable to attend various events.
- Support Honors College Manager and HSAC President, Vice President, Liaisons and Historian in any area that needs assistance should if required.
- Be a supportive example and representative in Honors College Events and activities that may not require minutes taken.

- Be a possible representative at club, college, board or council events that the President or Vice President are unable to attend. Write up and correspond notes taken to keep the President, Vice President, Liaisons, Honors College Manager and Historian up to date.
- Be able to fulfill the General Expectations required of All Officers
- Understand that the Secretary / Communications position for HSAC is still developing and the Secretary must have the ability to be flexible enough to take on additional responsibilities that may not be represented within the above text

**HISTORIAN (May be filled at the HSAC's discretion)**

*Maintains detailed multimedia records of HSAC meetings, events, social services and history to aid in publicity, recruitment and officer transitions*

**Responsibilities**

- Be an active member of the HSAC executive board
- Attend all HSAC meetings and HSAC events taking photos/videos for posterity.
- Submit photo's to Honors College Manager and the HSAC executive board for approval before posting photos.
- In the absence of, and/or in addition to, HSAC Secretary/Officer of Communications, take minutes for HSAC meetings, HSAC executive board meetings, Peer mentoring meetings, as well as any additional meetings pertaining to HSAC, such as Relay for Life planning meetings, etc., since ultimately these items will become a part of the HSAC's written historical records.
- First person secretary the HSAC minutes, agenda, and any additional items that will become a written record of the Honors Student Advisory Council, and therefore part of HSAC's historical records.
- Make sure Secretary/Communications submits minutes within 5 days of any HSAC meeting where minutes have been taken. Check for possible revisions then submits to Vice President of HSAC.
- After approval from the executive board, update social networking sites, such as facebook or Twitter, with photos and new media from HSAC events and meetings, peer-mentoring and Sabiduria which currently are in the scope of HSAC and Honors responsibilities.
- Be a possible representative at club, college, board or council events that the President or Vice President are unable to attend. Write up and correspond notes taken to keep the President, Vice President, Liaisons, Honors College Manager and Secretary up to date.
- Support Honors College Manager and HSAC President, Vice President, Liaisons and Secretary/Communications in any area that needs assistance should if required.
- Be able to fulfill the General Expectations required of All Officers

- Understand that the Historian position for HSAC is still developing and the Historian must have the ability to be flexible enough to take on additional responsibilities that may not be represented within the above text

### **STUDENT CAMPUS LIAISON (Two positions per campus)**

*Acts as direct link between the HSAC and students at each campus, increasing communication and recruitment, raising awareness of the Honors College and HSAC among potential members, campus officials and the community at large.*

#### **Responsibilities**

- Ensure your campus is engaged and familiar with the Honors College and HSAC through various recruitment activities to be set with the executive board
- Attend at least one club meeting per month to speak about the Honors College and the HSAC. Establish and maintain relationships established with organization.
- Work to support Honors College Managers, as well as Executive Board direction for HSAC
- Solicit and communicate feedback from students on each campus to the HSAC executive board and vice versa.
- Be available to travel to various campuses, with goal of increasing activeness of Honors students within the Honors College. Be able to attend the HSAC monthly meetings and executive HSAC meetings at various locations.
- Work with other student Liaisons as well as Campus Faculty Liaisons to promote and publicize the Honors College to prospective students, and to encourage a greater activity level to current enrolled Honors Students.
- Aid in planning and lead by example by promoting, as well as taking an active role in: FCHC, Honors Annual Symposium, Relay for Life (or other annual community fundraising focus of Honors), and the Peer Mentoring Program.
- Participate in Palm Beach State College Events, Fairs, Welcome Activities, Orientations, Seminars, etc., to provide publicity for the Honors College.
- Maintain communications with social networking sites such as facebook or Twitter.
- Be able to fulfill the General Expectations required of All Officers
- Understand that the Honors Student Liaison position for HSAC is still developing and the liaison's must have the ability to be flexible enough to take on additional responsibilities that may not be represented within the above text