

## **S.O.S. Executive Board Handbook**

### **Director :**

The Director of the S.O.S. is responsible for managing the commission and its operations.

This includes, but is not limited to :

- Overseeing the allocation of the "Greenfund" according to the stipulations of 820 policy.
- Conducting weekly commission meetings
- Arranging meetings with campus administration, community stakeholders, and student leaders
- Creating weekly agendas and emailing them out before our meetings.
- Sending weekly emails recapping the meetings.
- Managing proposals/legislation within the S.O.S. body
- Presenting bills to Student Senate for deliberation
- Documenting legislation
- Hiring commission interns
- Selecting commission voting members
- Delegating tasks to fellow exec board members
- Documenting transitional materials for future commissions
- Overseeing the S.O.S. email account
- Present the SOS Internal Budget to the Finance Commission during the annual Organized Activity Budget process.
- Serve one weekly office hour.
- Serve as a touchstone student representative for campus sustainability.
- Vote on proposals before the Commission only if the Board is equally divided.
- Formulate and present to the Commission assessment reports on SOS priorities.
- Hold speaking rights within the Senate body.

## **Education Intern :**

The Education Intern of the S.O.S. is responsible for managing an educational campaign within our UWEC campus community, and the S.O.S. Commission.

This includes, but is not limited to :

- Presenting a set of goals for community education to the Director within the first month of S.O.S. operation.
- Collaboratively informing Communications, Media, and Design intern content to craft educational media communications.
- Giving presentations to First Year Experience courses and the General Assembly regarding innovation/sustainable initiatives, waste management, the intersectional definition of sustainability, sustainability policy, social justice, environmental racism, and historical context.
- Onboarding new commission members through availability to meet with them, providing resources, and encouragement.
- Hosting virtual educational events. (Ex. documentary showings, waste sorting competition, fair trade education, etc.)
- Assisting fellow student leaders/innovators in their community education goals related to sustainability.
- Collaboration with an outsourced vendor in the creation of a sustainability web training for first year students.

### Required Skills:

- Knowledge of the intersectional nature of sustainability.
- Proficiency in verbal and written communication.
- Experience in translating difficult concepts into accessible language.
- Ability to work alongside a team.

### Desired Skills:

- Experience in study outside Western Academia (i.e. Indigenous Theories)

## **Design Intern :**

The Design Intern of the S.O.S. is responsible for managing all design elements and graphic creation within the S.O.S.

This includes, but is not limited to :

- Working collaboratively alongside the Communications, Media, and Education Interns to create branded, well-informed, and distinctive graphic media and graphic insert edits to non-graphic media.
- Monitoring and communicating proper use of the official Student Office of Sustainability brand
- Working with the communications intern to update our online platforms to brand.
- Ensuring promotional materials are printed and distributed in a timely manner.
- Creating promotional materials in hard copy and digital format upon 1 week in advance request.
- Potential collaboration with an outsourced vendor in the creation of a sustainability web training for first year students on brand with our commission.
- Consultation on the design of the Student Office of Sustainability Energy Dashboard front end.

### Required Skills:

- Proficiency in the Adobe Suite or an alternative graphic design software.
- Ability to work alongside a team.

### Desired Skills:

- Experience in brand management.
- Experience in professional graphic design.

## **Communications Intern :**

The Communications Intern of the S.O.S. is responsible for directing communication with the wider campus community via our social media platforms.

This includes, but is not limited to :

- Visioning and executing the management of a distinct, engaging, and educational social media presence on behalf of the S.O.S.
  - This involves replying to messages on said platforms, or forwarding/directing questions to the director.
- Working collaboratively alongside the Design, Media, and Education Interns to create branded, well-informed, and distinctive media distribution to the wider campus community via online platforms.
- Chairing a weekly collaborative/brainstorming session with the Design, Media, and Education Interns to establish communication/media goals on a weekly or biweekly basis.
- Taking minutes during weekly General Assemblies and updating them to the S.O.S. Sharepoint and Athena webpage within 24 hours.
- Posting written summaries of monthly business via online media platforms.
- Management of our UWEC webpage.
- Communicating monthly newsletters regarding business and developments to the Spectator and Integrated Marketing and Communications.

### Required Skills:

- Proficiency in social media management (Instagram, Facebook)
- Proficiency in verbal and written communication.
- Experience leading group work.
- Ability to work alongside a team.

### Desired Skills:

- Experience in journalistic writing.
- Willingness to learn how to use "Athena" to manage our UWEC webpage through a 45 minute Canvas training.

## **Media Intern :**

The Media Intern of the S.O.S. is responsible for the creation of dynamic and static non-graphic content to be distributed to the campus community (i.e. videography and photography) in affiliation with the S.O.S.

This includes, but is not limited to :

- Shooting, co-directing, developing, and editing video to capture S.O.S. related media, such as distanced, individual, outdoor interviews of current members and executive board team members using camera and audio equipment.
- Working collaboratively alongside the Communications, Design, and Education Interns to create concise, visually pleasing stories to be shared with the wider campus community via online platforms.

Required Skills:

- Proficiency in videography.
- Experience in photography.
- Ability to work alongside a team.
- Experience directing actions/positioning subjects.

Desired Skills:

- Willingness to utilize McIntyre Library videography and photography equipment to create content.

**General intern info :**

- All interns are expected to attend the weekly executive board meeting (dependent on your schedule) and the general commission meeting (Tuesday evenings 6-7pm via Zoom).
- The Communications Intern will chair a regular brainstorming meeting with the Design, Media, and Education Interns to outline communication/media goals on a weekly or biweekly basis, establishing a branded, well-informed, and distinctive media presence to be shared with the wider campus community.
- The Director and Interns of the Student Office of Sustainability are paid out of the Greenfund at \$8.50/hour, between 10-15 hours a week for interns, 15-20 hours a week for the Director. Biweekly pay period.