GREEK PROGRAMMING BOARD DIRECTORSHIP DESCRIPTIONS

Director of Public Relations
- Develop and implement all Greek Programming Board marketing and public relations strategies
- Develops press releases for all events, accomplishments, and activities of the board and Greek Life for approval
- Meet each semester with the appropriate officers from the governing councils to discuss overall marketing strategies
- Develops advertising plan for events and programs
- Submits information on a regular basis to community and university media outlets
- Responsible for design and distribution of GPB e-newsletter to UA Greek community and University staff
- Devise, implement, and distribute the Board’s master calendar to all councils, chapters, auxiliary organizations, and applicable University Departments

Director of Finance
- Obtains finances for the Greek Programming Board as a liaison for FAC funding
- To approve all proposed expenditures
- To deposit all funds in checking or saving accounts and maintain current records of these accounts
- To cosign all checks with the Executive Director
- Maintain accurate records to evaluate the financial performance of the Greek Programming Board
- Compiles and communicates reputable marketing vendors to the Greek Programming Board (Sponsorships)

Director of Programming
- Implement cross-council programming that aligns with the pillars of the Greek Programming Board
- Work directly with the Board to promote and/or co-sponsor programs that are developed by the Office of Fraternity and Sorority Life, campus partners, and student organizations.
- Oversee the committees responsible for programming as established by the Board
- Orchestrate events that pertain to the mission and goals of the four governing Greek councils
• Aid the Director of Chapter and Leadership services with the implementation of signature GPB events
• Plan and orchestrate the Greek Week of Service.

**Director of Chapter and Leadership Services**

• Assist the Office of Greek Life and Greek councils in the planning and implementation of signature leadership educational programming
• Provide Chapter and Council event support when a need is expressed
• Oversee the following two committees: Chapter and Council Event Support and Leadership Programs
• Work with the Director of Programming to aid in implementing effective cross-council events
• Conduct various assessments to determine the needs of the community and develop resources based on those needs

**Director of Data Management and Compliance**

• Oversee the Greek Programming Board website and serve as webmaster
• Update the GPB website and information systems in a timely manner
• Work with the Director of Public Relations to ensure adequate promotion and branding on the GPB website
• Work with the OFSL to ensure the GPB website contains accurate information and complies with University of Alabama strategic communication requirements
• Take and maintain all attendance records for meetings and/or attendance at programs and events by board members or chapters
• Record, reproduce, and distribute all of the Board’s minutes in a timely manner