



STUDENT PHILANTHROPY EDUCATION PROGRAM  
UNIVERSITY OF WASHINGTON  
2014-2015

## SPEP LEADERSHIP STRUCTURE

### CHAIR

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- Create an agenda for and lead SPEP Strategic Annual Planning Retreat
- Articulate SPEP's vision to UW Foundation staff, Council members and student body
- Lead all Council meetings
- Maintain convenient weekly meetings with UW Foundation staff
- Present successes UW Foundation staff if requested
- Maintain convenient biweekly meetings with Vice-Chair
- Maintain meetings as necessary with all other leadership members
- Spend no less than 2 hours a week in the SPEP office (located on the 1<sup>st</sup> Floor of the UW Tower)
- Maintain the culture and chain of command in SPEP
- Plan SPEP social events to facilitate member integration
- Ensure all SPEP commitments and projects are managed properly
- When necessary take the lead on major projects
- Facilitate future leadership cultivation
- Lead outreach to campus departments with assistance from the Vice Chair
- Attend all council meetings

### VICE CHAIR

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- Assist Chair with any responsibilities
- If Chair is unavailable, serve as Interim SPEP Chair
- Maintain convenient biweekly meetings with Chair
- Spend no less than 1 hour a week in the SPEP office (located on the 1<sup>st</sup> floor of the UW Tower)
- Include all discussed action items for all Council members on notes
- Note the progress on action items and projects in notes
- Track Council member Committee involvement
- Assist Chair in planning SPEP social events
- Manage Fall and Spring recruitment efforts
- Organize regular tabling opportunities on campus and member staffing of those events
- Create and implement new and engaging tabling strategies with the assistance of the MarCom Director
- Lead campus outreach by engaging with other campus organizations and departments with the Chair
- Manage Fall donation request campaign
- Manage relationship with Student Life and ASUW
- Attend all Council meetings

### FINANCE/ADMINISTRATION DIRECTOR

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- Keep the Chair, Vice Chair and UW Foundation staff informed of all money raised and spent by creating and submitting monthly and annual reports
- Perform budget forecasting; as it pertains to SPEP's weekly, monthly and quarterly allocations and needs
- Ensure that all funds collected are recorded and turned in to the UW Foundation Staff
- As UW Foundation staff send monthly reports, update the SPEP budget for leadership's use
- Maintain meetings as needed with Chair
- Maintain monthly meetings with UW Foundation staff to compare budget notes and/or reconcile the budget
- Take attendance at each meeting
- Take detailed and organized meeting notes
- Send meeting notes to all Council members within two days of each meeting
- Maintain a SPEP calendar
- Attend all council meetings

#### **SOCIAL MEDIA DIRECTOR**

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- Develop and implement a Social Media strategic plan for 2014/2015
- Manage and regularly post on the SPEP Facebook and Twitter pages
- Create one campaign per quarter to engage facebook followers
- Post each council meeting in "Team SPEP" on facebook
- Manage SPEP listserv "SPEPmail" and email account
- Work to support other leadership members' needs to assist with events, marketing, and recruitment
- Attend all council meetings

#### **MARKETING/COMMUNICATIONS DIRECTOR**

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- Manage the MarCom Committee
- Take part in on all SPEP communications (written, verbal, presentations)
- Work with other leadership members to create marketing material for recruitment, events, tabling, or other needs
- Create and implement new and engaging tabling strategies with the Vice Chair
- Create educational videos about the Foundation and SPEP, create fun media opportunities
- Spread the word about SPEP
- Attend all council meetings

#### **EVENTS DIRECTOR**

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- Manage the Events Committee
- SPEP Kick-Off planning and implementation
- Dawg Days tours
- Philanthropy Day
- Association of Fundraising Professionals (AFP) Event
- Assist Chair and Vice Chair in organizing socials for SPEP members
- Attend all council meetings

#### **VOLUNTEER DIRECTOR**

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- Manage the Volunteering Committee
- Provide quarterly (at a minimum) volunteering opportunities for SPEP members both on campus, within the Foundation, and in the surrounding community
- Organize staffing of volunteer events
- Coordinate SPEP MLK Day of Service

- Work with the Carlson Center to advertise student volunteering opportunities
- Meet regularly with Chair to plan for volunteering at internal Foundation events
- Attend all council meetings

\*All leadership positions may have more responsibilities than those listed above.