

House Member Roles

President 1

Oversee the entire running of the house. This includes sourcing for collaborations and ensuring that each member of the house is fulfilling their individual roles and roles as house members. Managers are responsible for the efficient running of the house as well being of the members. They are required to attend meetings with the House Advisor as well as one-on-one with Residence Life, as required.

Secretary 1

The secretary is responsible for taking minutes at the meetings and emailing them to the House member. Minutes must be comprehensive and relatively detailed to give members who are absent from meetings a good idea of what is going on. Responsible for sending emails out to the alias, interested students, professors and potential collaborators.

Public Relations 2

The Public Relations role is divided into two parts.

Social Media:

Managing the social media pages and sites (Facebook, Instagram, etc.). "Managing" includes updating pages, as well as posting weekly content about awareness issues that pertain to our school, our country and our world, creating Facebook events and uploading photos of past events.

Advertising:

This part of public relations requires the creation and distribution of posters, fliers and other graphic design elements. The day after the event, this person is responsible for the removal of materials.

Logistics 1

This role requires to acquire and ensure supplies and materials for any house events and booking rooms for each event. The holder of this role is required to liaise with members beforehand to discuss what materials are necessary. It also requires the updating and submission of the "event evaluation form" to the House advisor. This person will be responsible to assign a photographer and email pictures to Norma.

Treasurer 1

This role requires monitoring and updating of the yearly budget with each expense for events. It also requires liaising with the Logistics officer to fill out the events form online.

Historian 1

The Historian is responsible for collecting photos, signatures, or other forms of memorabilia to create a scrapbook in order to display and provide evidence of the importance of the House as an integral part of the St. Olaf community.

Photographer

This role requires the student to attend events and be in charge of taking pictures throughout the entire time. They will also be responsible for sharing the pictures with the house and advisers.