

Social media (2 positions)

- Tiktok
 - Create weekly fun tiktoks
- Instagram
 - Update social media as needed, create posts, repost story mentions/support other orgs on Instagram
 - DM orgs about reposting/promoting our events
- **At each eboard, mention which posts are being made and their progress, remind eboard members who's takeover turn it is**

Equity and Outreach (2 positions)

- Reaching out to organizations about collabs
- Responding to emails and messages from other organizations about collaborations
- Build a rapport with other organizations
 - Going to their events
 - Reaching out to them during their tablings/big events
- Coordinating with event coordinators about possible collaborations and facilitating meetings and so on (basically in charge of communication between our org and external orgs)
- **At each eboard, mention which orgs were in communication and what was spoken about**

Political Chair

- Have 1 new policy biweekly to post about and speak about policy at one event per semester
- Collaborate with the educational chair in providing additional information on topics that they present on
- Create and maintain a highlight on policies
- Help the Event coordinators with the information for presentations
- **At each eboard, mention which political topic you are planning to focus on/ where you are in terms of story post**

Educational Chair

- Look out for/research educational programs
 - SUNY/school-wide programs
- Collaborate with the political chair in providing additional information on topics that they present on

- Have 1 new educational topic biweekly to post about and speak about a topic at one event per semester
- Create and maintain a highlight on educational topics
- Help the Event coordinators with the information for presentations
- **At each eboard, mention which educational topic you are planning to focus on/ where you are in terms of story post**

Communications

- Managing and distributing email and Instagram DMs, tasking them to different eboard members and letting them know
- Put the respective label on emails for eboard members, tasking them to different eboard members and letting them know
- Facilitate monthly check-ins (send out forms to everyone)
- Update the GroupMe for tablings and events
- **At each eboard, mention which orgs were in communication and who you tasked to communicate with said org**

Event Co (4 positions)

- Create event ideas and presentations (educational and political information will be done by those chairs)
 - Can ask interns for help
- Collaborate with other chairs to ensure that you have the budget to buy materials, bookings are done, social media is posted (event cos are responsible for purchasing materials + reaching out to treasurer for reimbursements)
- Replenish bags with condoms and other items needed for tablings and events
- Work with Equity and Outreach in planning collabs
- **At each eboard, pros and cons of each event, new event ideas**