



Jewels Incorporated at Florida State University Position Descriptions

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Director / President

The Director (President) serves as the official leader and spokesperson of the organization, responsible for overseeing all operations and ensuring that all Executive Board members are fulfilling their roles. The Director leads all major meetings, including Executive Board meetings and Branch Executive (BAB) meetings, and coordinates directly with the FAMU branch. They also work closely with the Treasurer and Fundraising Chair to administer the budget, as well as with the Advisor.

Responsibilities:

- Plan and facilitate all Executive Board meetings
- Attend all Executive Board and General Body meetings
- Facilitate BAB meetings (President, Vice President, Treasurer, Secretary, Director of Sites)
- Serve as the primary point of contact with the FAMU branch
- Plan and coordinate Executive Board training with the Vice President
- Ensure all Executive Board members are fulfilling their duties; manage the Strike System
- Attend all committee meetings to offer support and oversight
- Responsible for signing the organization up for OWL and COBOL
- Cast the deciding vote in the event of a tie
- Obtain financial certification through the Student Government Association (SGA) before the Fall semester
- Approves all Jewels Marketing Material



Assistant Director / Vice President

The Assistant Director (Vice President) is responsible for supporting the Director and stepping in as acting leader in their absence. This role oversees all committee chairs and special projects, ensures timely progress on assigned tasks, and provides direct support to ensure all committees function effectively.

Responsibilities:

- Assist Plan and facilitate all Executive Board meetings
- Attend all Executive Board and General Body meetings
- Supervise committee chairs (Site Manager, Jewels Weekend, Membership, Fundraising);
conduct one-on-one check-ins as needed
- Lead all committee meetings and track progress on Executive Board assignments
- Plan and facilitate Executive Board training with the Director
- Serve as acting Director in the Director's absence
- Represent the organization at external events and meetings (e.g., COBOL and OWL meetings)



Administrative Executive / Secretary

The Secretary manages the organization's communications, records, and scheduling. This role is responsible for maintaining organizational calendars, sending timely communications, and ensuring meeting notes and updates are accessible to the board.

Responsibilities:

- Attend all Executive Board and General Body meetings.
- Create and maintain monthly calendars for:
 - - GBM / Co-sponsorship / Fundraising / Community Service events
 - Member birthdays
 - Room reservations
 - Executive Board meetings
- Request and cancel room reservations as needed
- Take detailed meeting minutes and distribute them to the Executive Board
- Send meeting reminders, prompting board members to submit updates or agenda items
- Send post-meeting emails summarizing discussions and action items
- Manage the organization's email account and respond professionally to communications
- Distribute ServScript information at the end of the semester and notify members of co-sponsorship opportunities
- Maintain professional email templates for internal and external use



Treasurer

The Treasurer manages all financial operations, including dues collection, reimbursements, budget reporting, and applying for SGA funding. They collaborate with the Fundraising Chair to ensure the organization's economic sustainability.

Responsibilities:

- Attend all Executive Board and General Body meetings.
- Collect dues and maintain records of member payments
- Send updated lists of paid members to the Membership Chair for inclusion in the Inclusive Chat
- Manage organizational funds through Cash App and the bank account
- Process Executive Board reimbursements
- Provide monthly financial reports to the Director and Executive Board
- Apply for SGA funds (RSO Fund, Sweepings, RTAC, PAC)
- Collaborate with the Fundraising Chair on fundraising initiatives
- Sign the organization up for football concession opportunities
- Obtain financial certification through the SGA before the Fall semester

JEWELS INC FSU.

Director of Sites

The Director of Sites oversees all mentorship site operations and liaises between the organization and Leon County Schools. They are responsible for mentorship training, compliance, promotion, and documentation.

- Host "Intro to Mentoring" meetings, covering:
 - Application process overview
 - How Jewels Support Mentors
 - Documentation of volunteer hours for ServScript
 - How to Access Mentorship Activities
- Promote mentorship through tabling events and social media campaigns.
 - Facilitate the application process for mentorship with the Leon County School District volunteer office
 - Keep track of members applying using Excel
 - Timeline on background checks and ID badge pick-up
 - Organize 2 days that work best for all members to go to the district office and do their background check- use *when to meet* polling service
 - Keep track of mentors' hours
 - How many mentees does each mentor have
 - How many hours per week do members volunteer
 - Tracking mentors' consistency and timeliness- use clock-in and clock-out software or Excel sheet to document weekly hours
 - Tracking mentor absences- require mentors to send an email to the coordinator at the respective school 2 hours before meeting time and to CC jewelsfsu@gmail.com
 - Communicate with the volunteer coordinators at each school
 - Checking when ID badges are available
 - When mentors and mentees are matched
 - Create plans for mentors to implement with mentees
 - Pick a theme for the month
 - Organize materials for each theme
 - Create a goal for the mentor to accomplish with their mentee each month



Site Manager Chair

The Site Manager Chair supports mentors at their assigned sites by coordinating logistics, planning monthly workshops, and fostering a strong mentorship environment. They serve as the link between site activities and the Executive Board, ensuring smooth communication, accountability, and mentor engagement.

Responsibilities:

- Attend all Executive Board and General Body meetings.
- Assist mentors with completing mentorship applications
- Manage carpool lists for transportation to sites
- Plan site programming and activities for mentors and mentees
- Create and distribute mentor workshops per month
- Organize bonding activities for mentors
- Track attendance and gather feedback from site visits



Membership Chair

The Membership Chair is responsible for fostering engagement, building community, and maintaining accurate records for all members of Jewels Incorporated. This role oversees General Body Meetings (GBMs), plans member bonding events, and leads orientation sessions for new members each semester. The Membership Chair also supports outreach efforts and plays a key role in promoting a welcoming and informed member experience.

Responsibilities:

- Attend all Executive Board and General Body meetings
- Plan and facilitate all General Body Meetings based on learning the history of Jewels Incorporated and Professional Development (one per month)
- Create PowerPoints and supporting materials for each General Body Meeting
- Organize and lead two member bonding events per semester
- Maintain a database of member information (GPA, major, classification, social media, and birthdays)
- Actively communicate with members via GroupMe to encourage participation and connection
- Represent the organization at Market Wednesdays and Involvement Fairs



Community Service Chair

The Community Service Chair is responsible for coordinating and promoting all service-related activities. This role ensures members have ample opportunities to serve and tracks the completion of service hours.

Responsibilities:

- Attend all Executive Board and General Body meetings.
- Plan and offer at least 50 community service hours per semester
- Ensure at least two events focus on education, non-site mentoring, or child-focused experiences
- Track attendance and service hours at events
- Maintain a service hour spreadsheet for all members to submit to the Administrative Assistant 3 Weeks Before the End of the Semester.



Director of Fundraising/Fundraising Chair -

The Director of Fundraising is responsible for planning, coordinating, and executing all fundraising activities for Jewels Incorporated. This position works closely with the Treasurer to ensure that financial goals are met and that all fundraising efforts are tracked and documented. The Director of Fundraising must proactively seek partnership opportunities, maintain accurate records of funds raised, and ensure that fundraising events align with the organization's mission and calendar.

Responsibilities:

- Attend all Executive Board and General Body meetings.
- Plan and facilitate **four (2) monthly fundraisers** with the Treasurer.
- Maintain accurate records of funds raised from each event.
- Reach out to prospective businesses, programs, or partners for fundraising collaborations.
- Keep a detailed record of all fundraising events and outcomes for reporting and planning purposes.



Historian & Public Relations Chairs: Responsible for managing the organization's public image and preserving its history. Duties include running the organization's Instagram and other social media accounts, creating flyers and promotional materials, and documenting events through photos, videos, and written recaps. These roles work together to ensure that events are well-promoted and that the organization's activities are recorded and showcased throughout the year.

Historian:

The Historian is responsible for documenting and preserving the organization's history. This role includes capturing photos, videos, and written recaps of events, and maintaining a digital archive of the organization's activities. The Historian ensures that the organization's legacy is accurately recorded and accessible for future reference.

Responsibilities:

- Attend all Executive Board and General Body meetings.
- Document events through photos, videos, and written summaries.
- Organize and maintain a digital archive of the organization's activities.
- Work with the Public Relations Chair to ensure accurate representation of events.
- Must be able to attend a majority of events hosted by Jewels

Public Relations Chair:

The Public Relations Chair is responsible for managing the organization's public image and promoting its events. This role includes overseeing the organization's Instagram and other social media platforms, creating flyers and promotional materials, and ensuring consistent messaging and branding. The Public Relations Chair works closely with the Historian to showcase the organization's impact and engage the community.

Responsibilities:

- Attend all Executive Board and General Body meetings.
- Manage and update the organization's Instagram and other social media accounts.
- Design flyers and promotional materials for events and initiatives.
- Collaborate with the Historian to document and promote events.
- Ensure consistent branding and messaging across all platforms.

JEWELS INC FSU.

Jewels Weekend at FSU Chair (CURRENTLY NOT ACCEPTING APPLICATION)- Jewels Weekend at the FSU is a Saturday during the academic school year, held either in the Fall or Spring semester. It is a time when the mentees of Jewels Incorporated, otherwise named Junior Jewels (high school mentees) and TenderSTONES (elementary and middle school mentees), spend the weekend at Florida State University with their respective Jewel to expose them to the college experience. The chair must plan, fundraise, and execute the Jewels Weekend at FSU. Must be able to delegate tasks to committee members.

Charm Bracelet Gala Chair (CURRENTLY NOT ACCEPTING APPLICATIONS)- The Annual Charm Bracelet Gala is an end-of-the-year event where the various Jewels sites can showcase their knowledge in workshops throughout the year to their families, communities, and peers. The chair must plan, fundraise, and execute the Annual Charm Bracelet Gala. Must be able to Delegate tasks to committee members.