

## **Music & Memory**

Music & Memory is an NIU student organization that focuses on increasing quality of life for individuals who have dementia. The organization has implemented several programs that benefit local nursing home residents over the years. Some of these programs include Brain Health Group, Choir, Art Group, and more. We are excited to continue to expand our organization to serve the community in new ways!

### **Music & Memory Executive Board Available Positions Summaries for AY 2026-2027**

\*NOTE: These are all considered year-long positions, but in special cases (e.g., December graduates) we will consider splitting these positions amongst two people.

Social Media Coordinator & Community Outreach Coordinator\*\*

#### **President**

The President of Music & Memory is responsible for overseeing the organization. As President, you work closely with other executive board members, our faculty advisor, Dr. Mayer. Other duties of the president are organizing and leading e-board meetings, community outreach activities, delegating, and serving as a contact person for volunteers and other needs. Signs the organization up for new events (such as STEMfest, involvement fairs, URAD, etc), attending those events, and other various tasks. The President will also regularly volunteer. The President is also responsible for attending trainings required by the Student Government Association, this includes CODE training, budget meetings, and all other required training. This information will likely be sent out in an informational email from the Student Government Association, or Huskie Hub.

#### **Vice President**

The Vice President works closely with the President to help them complete tasks, as well as your own. Responsibilities of Vice President include leading EBoard meetings if the president is absent, recruiting volunteers during NIU involvement fairs and working the table during StemFest, helping develop materials for in-person/table events and create activities for residents and volunteers. Additional duties are common throughout the year by supporting other executive board members as needed, such as sending out emails, managing the list of volunteers/coordinating, helping create surveys, etc. Help organize and attend events such as STEMfest and the involvement fairs and make and print sign up sheets.. The Vice President will also regularly volunteer.

#### **Treasurer**

One of the main responsibilities of the treasurer is making sure that all the money is accounted for and is handled properly. It is the treasurer's responsibility to deposit and withdraw money for the organization. The treasurer will be the one to submit the budget request to the Student Association through Huskie Hub. The treasurer is also responsible for creating expenditure requests for items needed throughout the year (ex: supplies, materials for STEMfest, etc). The

treasurer will work closely with the president and faculty advisor to get these expenditures approved. In addition, there are required training sessions through the Student Association you will attend, like a budget workshop, CODE training, etc. The treasurer must attend these events or the organization will not receive funding. These trainings are typically at the beginning of the year and only need to be attended one time. Lastly, in this position, you will also volunteer.

#### **Social Media Coordinator\*\*\*\***

The Social Media Coordinator is responsible for all things social media and promotions for our organization! The responsibilities for this position are: to post regularly on social media, come up with ideas of what to post, make posts about what our organization has been up to, make flyers for any fundraisers or events, work closely with the secretary to coordinate any paperwork for events and activities. The Social Media Coordinator will also regularly volunteer.

#### **Community Outreach Coordinator\*\***

The Community Outreach Coordinator acts as the liaison between students and community stakeholders, such as local nursing homes, senior centers, and partnering organizations. This role builds and maintains strong relationships that support our programs and volunteer efforts, particularly in the recruitment phase of the semester cycle. The coordinator assists with publicizing chapter events and recruiting new student members by connecting with and organizing promotional contact (presentations, targeted emails, etc.) with NIU courses, campus departments, and other student organizations. This position is perfect for someone who enjoys networking, event planning, and creating meaningful connections within both the NIU and DeKalb communities. This position also leads regular volunteer sessions.