



# 2018-19 INAPTA SSIG LEADERSHIP POSITION DESCRIPTIONS

## Chair

- Chief spokesperson of the SSIG
- Prepares agenda for and presides monthly SSIG meetings
- Point of contact between the IN Core Ambassadors and the SSIG
- Point of contact between SSIG and SSIG Advisor
- Monthly call-in meetings with SSIG leaders around the nation
- Quarterly e-mails to SSIG liaisons about happenings within the SSIG
- Support all other members/subcommittees in various tasks
- Assists in managing SSIG social media presence

## Vice Chair

- Assumes the duties of the chair at the request or absence of the chair
- Maintains and manages SSIG social media presence
- Maintains and manages SSIG webpage
- Oversees sub-committees (something we are looking to add!)
- Assists in planning social events and marketing for SSIG

## Secretary

- Schedule monthly SSIG Meetings
- Record meeting minutes and ensure all members receive a copy of the minutes
- Maintains IN SSIG calendar on website
- Writes up brief newsletter of events for the upcoming month
- Acts as liaison for his/her physical program