



“By the Students, for the Students”

This is the UNLV SNDA creed, as we work to empower members towards leadership, networking, and volunteering. Leave your mark. Become an UNLV SNDA Officer!

Description Board Officer Positions

President

- Leads the organization
- Delegates to officers and members
- Liaison between faculty and students
- Presides over all meetings
- Initiates t-shirt creation
- Prepares agenda for all organization officer and member meetings
- Markets the organization
- Coordinates communication between SUES, OCED, CSUN, and Division of Health Sciences
- Additional duties as necessary
- Oversee Academy Liaisons

University of Nevada, Las Vegas
Department of Kinesiology and Nutrition Sciences
4505 S. Maryland Parkway Box 453026
Las Vegas, NV 89154-3026

VP of Activities

- Develop Spring Volunteer Workshop with UNLV SNDA President
- Provide volunteer opportunities and speaker/topic ideas
- National Food Day (Fall) & National Nutrition Month (Spring)
- Create and manage master event timeline
- Lead/attend event meetings
- Oversee chairs (assist with committee and volunteer recruitment)
- POC for SU Event Services
- Additional duties as necessary

VP of Communications

- Oversee Design Chair, Media & Historian, and Head of Content
- Social Media Duties
- Post on SNDA Facebook, Twitter, and Instagram (pictures of events, reminders, nutrition related content)
- Maintain website o unlvsnda.com (update calendar, add important events to home page)
- Display Design Duties
- Maintain 4 bulletin boards in BHS 3rd floor hallway (outside Nutrition office)
- Current bulletin board set up:
 - o Officer bios (done at beginning of academic year)
 - o SNDA in Action (photos to be added throughout the year)
 - o Calendar of Events (updated each month)
 - o Month (updated monthly with info related to current month)
- Maintain bulletin board in room BHS 133
- Additional duties as necessary

Treasurer

- Create and maintain membership list
- All financial transactions
- Record all transactions
- Assist w/other duties as needed
- Oversee Fundraising Chair and Committee

Secretary

- Dissemination of information to the membership
 - o Emails to membership (i.e., volunteer opportunities)
 - o Evites
- Maintain electronic copy of all records, handouts, and forms
- Update 'UNLV SNDA Toolkit'
- Update activity log
- Amalgamate all order lists to provide to president
- List of POC of orgs/companies UNLV SNDA has worked with
- Meeting minutes
- Oversee Service Chair
- Additional duties as necessary