OFFICE OF STUDENT ENGAGEMENT
SPAM EXECUTIVE BOARD & STAFF DESCRIPTIONS

WHAT IS SPAM?
SPAM, or Students Planning Activities Monthly, is the official programming board for Lawrence Tech. SPAM coordinates activities that enhance and enrich the quality of student life by addressing the needs and interests of its diverse student body. Unlike a normal student organization, SPAM is a university sponsored group that is a branch of the Office of Student Engagement, a division of Student Affairs. SPAM is comprised of three Executive Board members and fourteen staff members. All members are hired as employees of SPAM and receive a stipend each semester for their hard work and dedication.

PURPOSE
To ensure high quality programming and visibility in the Lawrence Tech community
To provide unique entertainment for the campus community
To present events and activities that serve as an alternative option to drinking
To offer participating individuals the opportunity for leadership experience and personal development

EXPECTATIONS OF SPAM BOARD AND STAFF MEMBERS
1. Attend weekly SPAM meetings
2. Discuss and vote on programs and issues pertaining to SPAM
3. Hold at least 2 office hours per week (unless otherwise stated)
4. Actively work to promote SPAM events as directed by the Director of Public Relations and Marketing
5. Maintain communication with members/volunteers
6. Present oneself as a leader on campus in a professional manner at all time

QUALIFICATIONS
1. Must be a currently enrolled Lawrence Tech student enrolled in a minimum of 6 credit hours during the fall and spring semesters.
2. Must have completed at least one semester and 12 credit hours at Lawrence Tech.
3. Maintain a campus GPA of 2.5 or higher for each semester and not be on academic probation.
4. Must not have any violations against the Student Code of Conduct.

AUTHORITY
1. SPAM decisions in relation to programming are to be made in consultation with the SPAM advisor.
2. The SPAM advisor in conjunction with the Dean of Students may modify the decisions of SPAM, as deemed necessary to correspond with the purpose of the organization and mission of Lawrence Tech.
3. Termination of a SPAM member may occur at any time during employment as a result of substandard performance, failure to fulfill office hours, lack of compliance with the university or SPAM policies, rules and/or regulations. In the event that termination occurs, all SPAM related materials must be returned to SPAM.
4. No student may commit the university and/or SPAM funds without prior approval by the SPAM advisor. This includes making offers or placing orders with the following: Campus Dining, student organizations, university bookstore, artists/agencies, and individuals.

NOTES
1. SPAM members are chosen based on performance to attend NACA or other conferences. No one member is guaranteed attendance to a conference.
2. SPAM members must reapply for each academic year.
3. All members are required to attend a mandatory development retreat the first weekend in August.
4. Volunteers are not SPAM members.
5. SPAM members are not eligible for prizes at SPAM programs or events.
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EXECUTIVE BOARD
SPAM Executive Board members work as managerial entities. Executive Board members must have been part of SPAM for at least one year prior to start of employment.

Executive Director (ED)
Stipend Per Semester: $150
- The Executive Director is responsible for daily oversight of the large, dynamic event programming organization that is SPAM and its budget. The main focus of the Executive Director is to direct and facilitate the Executive Board and staff toward creating a full calendar of quality event programming with a responsible use of student fees. The Executive Director is to develop and apply a working knowledge of best practices in organizational management and budgeting, and they are to provide consistent and professional guidance for the organization’s members. He/She is to act as the liaison between the organization and campus administration. The Executive Director is also responsible for creating all agendas and minutes, as well as keeping track of Board Member and Staff Member office hours and attendance at meetings.

Public Relations & Marketing Director (PRMD)
Stipend Per Semester: $150
- The Public Relations & Marketing Director is responsible for all promotional material and dissemination of information related to SPAM programs, events, and services through various means. He/she establishes working relationships with various on campus organizations to help promote SPAM events. The Public Relations & Marketing Director is to manage the Marketing Staff to ensure that all promotional materials are to the graphic standards that SPAM has laid down and that the SPAM website, event calendar, all social media networking sites, and mail lists are up to date. The Public Relations & Marketing Director sends out all SPAM informational emails, and works with the Volunteer Coordinator to have volunteers distribute all flyers and other promotional items throughout campus in a timely manner. The Public Relations & Marketing Director reports to the Executive Director.

Event Programming Director (EPD)
Stipend Per Semester: $150
- The Event Programming Director is responsible for the overall programming of SPAM, and provides leadership in the area of program development, selection, preparation, execution, and evaluation. He/she is in charge of managing the Events Staff, ensuring that SPAM puts forth a diverse, dynamic, and exciting set of programs each year. EPD is the main contact for artists/acts and will forward the artists/acts to the corresponding staff member to prepare for the day of the event. He/she is required to sit as a member of the Welcome Week Committee. The Event Programming Director reports to the Executive Director.

EXECUTIVE STAFF
The Executive Staff helps the Executive Director and Executive Board where needed as well as performing their hired goals. The Executive Staff report to the Executive Director.

Volunteer Coordinator
Stipend Per Semester: $100
- The Volunteer Coordinator is responsible for the fostering and retention of volunteers for events, promotional distribution, and other needs of SPAM.
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Sponsorship Coordinator (two positions)
Stipend Per Semester: $100
- The Sponsorship Coordinators are responsible for the procuring of funds from parties outside of Lawrence Tech. These sponsors may include and are not limited to Lawrence Tech Alumni Association, local businesses, and corporations. The Coordinators are to contact these businesses/organizations and explain to them the benefits that come with sponsoring SPAM. For every $1000 that the Sponsorship Coordinators secure each will receive a $25 bonus for their excellent work.

MARKETING STAFF
The Marketing Staff are responsible for all forms of advertisement and interaction prior to the day of an event.
Members of the Marketing Staff report to the Public Relations & Marketing Director.

Staff Artist (three positions)
Stipend Per Semester: $100
- The Staff Artists are responsible for the creation of all promotional material for all SPAM programs, events, and services at the level set by SPAM standards. They are to work together with the Public Relations & Marketing Director to think of new and creative ways as well as traditional methods of advertising to reach the students of Lawrence Tech. In the event that volunteers are not available, Staff Artists are responsible to distribute promotional materials throughout campus.
*Graphics portfolio required at interview
**Only required to hold one office hour per week

Web Developer
Stipend Per Semester: $100
- The Web Developer is responsible for maintaining and updating of the SPAM website, event calendar, and all social media networking sites that SPAM is a part of. He/she is to work with the Public Relations & Marketing Director to ensure that all graphic standards are met.
*Graphics portfolio required at interview
**Only required to hold one office hour per week

Student Survey Coordinator
Stipend Per Semester: $100
- The Student Survey Coordinator is responsible for the creation, distribution, and data collection of surveys given to Lawrence Tech students regarding SPAM programs, events and services. He/she is to work with the Events Staff for evaluations of events.

EVENTS STAFF
Event Staff members are the main programmers for the organization. They conduct research, negotiate contracts, submit necessary paperwork, and provide general leadership for assigned programs. Event Staff work with the Marketing Staff to develop advertising and promotional efforts for assigned programs. They conduct program assessment and evaluation, with the aid of the Student Survey Coordinator, and are expected to support one another at as many programs as possible. The Events Staff are required to program at least 2 events for every full month of classes throughout the year. The Event Staff report to the Event Programming Director.
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Late Night Movie Coordinator
Stipend Per Semester: $100
- The Late Night Movie Coordinator is responsible for the planning and execution for all movie events held on campus. He/she is to program a movie for each of the following months: September, October, November, February, March, and April.

Campus Traditions Coordinator
Stipend Per Semester: $100
- The Campus Traditions Coordinator is responsible for the planning and execution for all annual SPAM programs and events. These events include but are not limited to Welcome Week, SPAM Jam, Miss Lawrence Tech, Homecoming, and Spring Fling. He/she is required to sit as a member of the Welcome Week Committee.

Main Stage & Lecture Coordinator (two positions)
Stipend Per Semester: $100
- The Main Stage & Lecture Coordinators are responsible for the planning and execution for all events with performers including but not limited to comedians, magician/illusionists, and speakers/lecturers. Speakers and lecturers are to be local college age people that students are able to relate to. They are also responsible for the conception, planning, and execution of new "home grown" events that may eventually be moved to the responsibility of the Campus Traditions Coordinator.

On the Town Coordinator
Stipend Per Semester: $100
- The On the Town Coordinator is responsible for the planning and execution for all off campus events including but not limited to local community venues. He/she is also responsible for bringing in local bands from the community or student body for a concert series.

Photographer
Stipend Per Semester: $100
- The Photographer is required to attend and take photos at all SPAM programs and events. The photographer is responsible to take interactive photos of not only the performer(s)/event but also the audience. SPAM expects a professional level of skills for this position. He/she is to work with the Web Developer to get photos of events posted on the SPAM website within 2 business days of the program/event. If he/she is unable to attend an event it is their responsibility to find someone of equal skills to attend in their place. The Photographer reports to the Events Programming Director.
*Photographic portfolio required at interview
**Photographer is required to own their own camera
***Only required to hold one office hour per week

If you have any questions or concerns about the positions and qualification above please contact the Office of Student Engagement at stuevent@ltu.edu or come see us in C404.