BOARD MEMBER RESPONSIBILITIES

~Coordinator
- attend each board meeting
- be responsible for supervising and administrating Salud
- be primary contact for organization
- conduct elections in the spring semester for appointment of new board members
- conduct weekly board meetings and monthly general body meetings

~ Funding/Treasurer
- contact with Carol Mac, the Budget Coordinator at the Center for Social Concern
- organize three fundraising events per semester
- organize and record all expenses and keep all receipts in SALUD budget folder
- give monthly budget updates to Board
- organize semester budget report for Office of Social Concern
- be primary financial contact for organization

~Public Relations
- make advertisements and coordinate posting on campus for Salud General Body meetings
- identify contacts and organizations at other Baltimore and Maryland colleges with whom to collaborate
- contact campus and local press and advertisements to announce major Salud events
- update and maintain master contact list for all Salud projects
- be primary publicity contact for organization

~ Cultural Competency Workshops
- identify hospitals, clinics, and health professional schools interested in holding workshops
- identify and contact potential speakers and caterers
- identify sufficient student volunteers to run the workshop
- coordinate workshop date/time with partner organizational staff
- organize, update, and present materials with updated information for workshop participants
- evaluate and revise workshop curriculum after each workshop

~ Interpretation Services
- work with Johns Hopkins School of Medicine and School of Nursing students
- coordinate interpreter schedule
- maintain contact with hospital staff for needed equipment and feedback
- make sure that hospital personnel are aware of interpreter availability through
- find medical interpretation training workshops and opportunities for volunteers

~Health Education Project Leaders
- maintain contacts with partner organizations to schedule workshop dates
- hold one monthly workshop at site
- organize and update workshop materials and information for participants
- find speakers to host monthly workshop sessions

~Grants
- research and complete grant applications for Salud projects and activities
- meet with Center for Social Concern and Dean Boswell to approve grant applications
- primary contact for grant information for organization
~Webmaster
- update and maintain website
- upload updated information and photographs to photo gallery
- update monthly calendar
- set-up FormBuddy for Spring conference

~Secretary
- take meeting minutes at Board and General Body meetings
- send minute meetings to Coordinator and all board members
- make copies of agenda for Board and General Body meetings
- organize monthly calendar for website
- collect attendance sheet at General Body Meetings
- help update ListProc on Salud email account

~Project Assistants
- active support for Project leader
- be present at all project meetings
- be present at all partner meetings with project leader
- maintain master contact list of partners for their specific project
- take and collect all attendance sheets at each project meeting

**SALUD MASTER BINDER:** So we help other schools start their own Chapter!
- Master Contact List
- Mission Statement
- Membership Guidelines
- Project Descriptions
- Roles and Responsibilities of Board Members

**MASTER JHU SALUD Binder:**
- Master Contact List
- Administrative Info: Copy Codes, Budget #, ListProc Info
- Contact List/Info for each project
- List of events for each project
- Accomplishments/Events attended by Salud
- Contact info for Alumni Board members

**Conference Binder:**
- Contact info for speakers
- contact info for participants/colleges/professionals
- logistic information: AV equipment, room assignments, room scheduling
- food/beverages/decorations/signs
- conference materials/presentations: folders/copying/binding