



Chair, Board of Student Media

Time Requirement: 3 hours/week

Compensation: To Be Determined

Learning Outcomes

As a result of serving in this role, students will be able to...

- Learn to run a meeting with a diverse group (faculty, staff, students)
- Communicate effectively
- Schedule and organize meetings with BSM Voting members, Advisors and Editors
- Set and manage meeting agendas
- Explore and understand the inner workings of a diverse group of media
- Interface with university administration, staff and faculty as well as fellow students
- Understand budgets

Career & Vocation Match

This position is open to students of all majors and career interests. However, this role may be a great fit for those desiring experience in media and the arts, but also those in business and looking to develop administrative skills. Applicant cannot be currently employed with a student media (Cascade, Falcon, Lingua or KSPU)

JOB DESCRIPTION

Purpose of Board of Student Media

The Board of Student Media serves as publisher/broadcaster for all student media organizations. The Board is responsible for recommending policy for all student media organizations; reviewing operational conformity for all policy; selecting Top Student Officers for each organization; and monitoring media organizations' budgets.

What does Board of Student Media do?

1. Select Top Student Officers for each media organization no later than the end of Winter Quarter. The selection of Top Student Officers should include a call for applications, a review of qualifications and interviews with all candidates. All deliberations and decisions should be conducted in a manner consistent with the qualifications and procedures for each Student Media Organization, as outlined in this document.
2. Recommend policy for all student media organizations and submit all changes in policy for approval by President's Cabinet no later than the final week of classes each year.

3. Distribute new copies of BSM Guidelines to the following individuals at the beginning of each academic year: All BSM members; all members of President's Cabinet; all faculty advisors for student media; all Top Student Officers; and the ASSP President and Executive Vice President.
4. Review conformity by all student media organizations with all policies outlined in this document.
5. Review and approve all annual budget proposals before their submission to ASSP.
6. Review financial reports from each student media organization at least once a quarter. BSM sets deadlines for submission of financial reports.
7. Advocate on behalf of student media on areas of concern for needed equipment, staff, housing and other issues.
8. Review any complaints against student media in accordance with the process outlined in Section XII of the BSM Guidelines.
9. Review and rule, if necessary, on any conflict between Faculty Advisors and Top Student Officers.
10. Dismiss a Top Student Officer for Cause, in accordance with the process outlined in Section XIII of the BSM Guidelines.
11. Recommend to Faculty Advisors and Top Student Officers the removal of any paid student staff members, in accordance with the process outlined in Section XIV of the BSM Guidelines.
12. Suspend any student media organization for cause, accordance with process outlined in Section XV of the BSM Guidelines.

Chair, Board of Student Media

Position Descriptions

The chair of the Board of Student Media is responsible for the following duties:

1. Ensuring that BSM meets at least three times a quarter, and scheduling all meetings.
2. Setting the agenda for each meeting.
3. Notifying all BSM members of scheduled meetings.
4. Setting up schedules for interviews with all applicants for Top Student Officer positions.
5. Ensure that BSM conduct its business in a manner consistent with all policies outlined in this document.

Qualifications

1. **Detail oriented. Candidate is able to track deadlines for financial accountability, publications and media.**
2. **Clear communicator. Candidate is able to translate budget information, moderate and mediate among a large diverse group of students, staff, faculty and administration.**
3. **Some ability to work with budgets.**
4. **Candidate is able to be an impartial voice mediating between diverse group especially ASSP and Media.**
5. **Candidate is not afraid to ask questions and to learn on the job.**