

# K-State Healthy Decisions Board

## EXPECTATIONS:

- ✓ Attend all K-State HD meetings
- ✓ Email the HD Board 3 days prior to the meeting if you cannot attend
- ✓ Provide a positive image for K-State HD
- ✓ Promote K-State HD individually
- ✓ Be prompt and prepared for officer reports and meetings
- ✓ Be responsible, professional, and timely with email and other forms of communication among the board and others
- ✓ Be accountable to yourself and others within the group
- ✓ Assist with tabling events, minimum of 2 per semester
- ✓ Assist other board members as needed
- ✓ Assist with presentations
- ✓ Attend introductory HD training and retreat
- ✓ Be knowledgeable of the HD website and services
- ✓ Term of Office = 2 consecutive semesters

## POSITIONS & DESCRIPTIONS:

### Chairperson

- Create agendas and send to HD Coordinator for printing 1 day before meeting
- Run the meeting, or appoint someone if absent
- Keep in contact with the HD Coordinator and board members to keep up-to-date
- Assist coordinator with HD orientation meetings at the beginning of each semester
- Organize check-in meetings with each board member (one per semester)
- Approve minutes & email approved minutes back to secretary within 24 hours
- Reserve room for meetings

### Secretary

- Take meeting minutes
- Keep attendance records
- Email meeting reminders 48 hours before meeting
- Email minutes immediately after meeting to chairperson for approval
- Once received approved minutes, email to board within 24 hours
- Keep binder up-to-date with presentations, meetings minutes, and other information pertinent to HD
- Help with recruitment of new members by sending out applications
- Add new member contacts on email lists

### HD Ambassador Coordinator

- Coordinates the HD ambassadors to talk to student organizations, classes, faculty, residence halls, Greek houses, student services, etc.
- Meet with student organization presidents to develop relationships and discuss opportunities to collaborate or present
- Contact student organizations a couple of weeks before the start of the semester
- Timely communication with ambassadors and presentations
- Meet with ambassadors no more than 3 weeks into the semester
  - Determine availability of ambassadors
  - Develop individual and group goals
- Meet with ambassadors every couple of week or more depending on time of year
- Keep track of ambassadors participation (presentations, tables, meetings, etc.)
- Keep track of HD outreach intake forms – binder is in HD Coordinator's office

## **HD Ambassadors**

- Work with the campus ambassador coordinator
- Provide presentations for student organizations, classes, faculty, residence halls, Greek houses, student services, etc.
- Provide support for HD events and other events as needed
- Communicate with professors/organizations advisors about HD resources, events, and presentation opportunities
- Meet with HD Ambassador Coordinator to set specific goals

## **Event Planning Co-Coordinators (committee available)**

- Plan and coordinate 1 week-long event per semester (2 total)
- Plan Wildcat Wellness Wednesdays
- Help organize Fall and Spring Union Expo & Activities Carnivals
- Work with UPC for Finals De-stresser
- Correspond with groups who want to co-sponsor with HD
  - Email the group to let them know how much they have been awarded, what steps they need to take, and other correspondence as needed
- Bring budget requests to the HD board
- Outreach to other groups on campus for co-sponsorship
- Works with Tabling Coordinator

## **Tabling Coordinator**

- Organize all tabling efforts for HD
- Make sure we have an HD table, relevant supplies, and members to cover the table at HD events and other events HD is invited to
- Communicate with other organizations and services in order for them to have an informational table at HD events
  - Initial contact to ask them to participate
  - Inform groups where their table will be located
  - Inquire if they need any accommodations (i.e. electrical outlet near table, 2 tables, etc.)
  - Send timely reminders about the event
  - Send a thank you to them after the event for their participation
- Reserve tables needed at the location of the event and submit a floor plan of how tables should be arranged
- Works with Event Planning Co-Coordinators

## **Marketing Chair**

- Market events including developing a display ad for the collegian, creating flyers, chalking, etc.,
- Develop the newsletter
- Maintain flyers & information for tables
- Work with community organizations and businesses to ask for in-kind donations, such as gift certificates, for HD events
- Update tri-fold display board
- Develop new ways to market HD
- Communicate and meet with the marketing committee on a regular basis
- Delegate different parts of marketing to the committee
  - Set goals and personal projects for each member

## **Marketing Committee**

- Work with the marketing chair to market events, developing content for the newsletter, creating flyers, brochures, and other items as needed
- Set goals and personal projects for each member

### **Community Chair**

- Build community among the board through social activities in the K-State and Manhattan communities
- Plan HD social events, potentially 1 per month
  - Could include community service, bowling, ice skating, walking the Konza, etc.
- Help plan retreat activities
- Plan end-of-semester socials
- Develop rewards and certificates for board members

### **Current Events Chair**

- Responsible for the “Resource Spotlight” at each meeting (helps to inform the board about different resources at K-State)
- Email Chairperson the Resource Spotlight information 2 days before meeting in order to be put on the agenda
- Brings a “fun fact” to each meeting
- Compile a book for the different resources to make an easy go-to reference for board members
- Once a month, bring a national/global event to the board as well as what is happening on campus for that event (e.g. breast cancer awareness month)
- Contact multiple resources on campus for the resource spotlight
- Help with other HD events

### **Technology Coordinator**

- Keep the HD Google calendar up-to-date with HD and campus events
- Checks Collegian and campus calendar for events
- Update calendar every week
- Organize the videotaping and picture-taking at various events
- Develops videos of those events to be put on the HD website
- Uploads the pictures onto the HD Google site