

## **Student Area Director**

A Student Area Director oversees an entire area of Activities. Student Area Directors are primarily responsible for teaching, training and empowering the Student Directors in that area. They also meet with other Student Area Directors to Council about Activities-wide issues.

- Teach/Empower/Grow others
  - Student Area Directors are responsible to teach and empower Student Directors sufficiently that they can succeed in their roles. This is done by teaching the following:
    - The mission and vision of the University, the Activities Program and their area.
    - The structure of the Activities Program and their stewardship area.
    - The roles of the student leaders in Activities and their stewardship area.
    - The doctrines and principles of disciple-leadership found in the LBF manual and the scriptures, and how those principles and doctrines apply to what the leaders are actually doing in their stewardships.
    - The Student-Leader Model.
- Administrative
  - New Student Area Directors counsel with the current Student Area Director, current Student Director and Advisors in the selection of new Student Directors for their area.
  - Student Area Directors assist the Area Coordinator and advisors in selecting a new Student Area Director for their area.
  - Hold Student Directors accountable
    - Area Directors are responsible to hold Student Directors accountable for their stewardship. This requires that Area Directors understand not only their own stewardship but also the stewardship of the Student Directors.
    - Understand and apply the Student-Leader Model.
  - Responsible for and aware of what happens in the area.
    - Area Directors are not responsible to create and execute all that happens in their area, but they are expected to know what is happening at all levels in their areas and to ensure that programs and events are done to an acceptable level and standard.
    - Area Directors are responsible to oversee marketing efforts in their area.
  - With other Student Area Directors, coordinate efforts for organizational representation at campus wide events (NSO, Spirit Week, etc.)
- Counsel
  - Student Area Directors meet and counsel weekly with Student Directors as well as observe and provide feedback.
  - Student Area Directors meet and counsel regularly (bi-monthly or monthly) with other Student Area Directors regarding general Activities issues and to study and prepare together for training within their areas.
- Communicate
  - Return and report
    - Student Area Directors are responsible to Area Coordinators and return and report regularly.
    - The Student Area Directors council is responsible to the Activities Directors.
  - Area Communication
    - Student Area Directors work with their Student Directors to see that effective communication processes are in place which include all of the student leaders in that area.
  - Continuity
    - Student Area Directors are responsible to see that pertinent information about their area is passed on to the succeeding Student Area Director.

## **Student Director**

A Student Director oversees a category of programs and events in an area. Student Directors do not execute the day-to-day tactical duties of creating and running events and activities, but are primarily responsible for teaching, training and empowering the coordinators. Directors meet and counsel with their Student Area Director to see that the missions of the Activities Program and the area are being met and that students involved in their program are growing accordingly.

- Teach/Empower/Grow others
  - Directors are responsible to teach and empower Coordinators sufficiently that the Coordinators can succeed in their roles. This includes teaching the following:
    - The mission and vision of the University, the Activities Program and particular area.
    - The structure of the Activities Program and your stewardship area.
    - The roles of the student leaders in Activities and your stewardship area.
    - The doctrines and principles of disciple-leadership found in the LBF manual and the scriptures, and how those principles and doctrines apply to what the leaders are actually doing in their stewardships.
    - The Student-Leader Model.
    - The tactical responsibilities of the Coordinator and Manager positions. (I.e. how to schedule a room, how to use Blackboard, how to obtain a van permit).
- Administrative
  - Recruit and Choose Coordinators for your area.
  - Hold leaders accountable
    - Directors are responsible to hold Coordinators accountable for their stewardship. This requires that Directors understand not only their own stewardship but also the stewardship of Coordinators and Managers.
    - Understand and apply the Student-Leader Model.
  - Responsible for and aware of what happens in the area.
    - Directors are not responsible to create and execute all that happens in their area, but they are expected to know what is happening at all levels in their areas and to ensure that programs and events are done to an acceptable level and standard.
  - Organize
    - Directors are responsible to see that time-lines, calendars, and meeting times are organized in a way that meets the needs of the area.
    - Assist the Student Area Director and your advisor recruit and select a new Director for the following semester.
- Counsel
  - Directors meet and counsel regularly with the Student Area Director, his/her Coordinators, and his/her Advisor.
- Communicate
  - Return and report
    - Directors are accountable to Student Area Directors and Advisors and return and report regularly about their stewardship.
  - Area Communication
    - Directors work with their Coordinators to see that effective communication processes are in place which include all of the student leaders in that area.
  - Continuity
    - Directors are responsible to see that pertinent information about their area is passed on to the succeeding Director.

## **Student Coordinator**

Student Coordinators oversee groups of Managers with a common focus. Coordinators help Managers understand their roles and teach them about available processes and resources to help them execute a program or event without stepping in and doing the work of Managers. Coordinators meet and counsel with their Student Director to plan for the growth and development of the students for whom they have stewardship.

- Teach/Empower/Grow Others
  - Coordinators are responsible to teach and empower Managers sufficiently that the Managers can succeed in their roles. This includes the teaching the following:
    - The mission and vision of the University and the Activities Program.
    - The mission and vision of your particular area.
    - The structure of the Activities Program.
    - The roles of the student leaders in Activities.
    - The doctrines and principles of disciple-leadership found in the LBF manual and the scriptures and how those principles and doctrines apply to what the leaders are actually doing in their stewardships.
    - The Student-Leader Model.
    - The tactical responsibilities of the Manager position. (I.e. how to schedule a room, how to use Blackboard, how to obtain a van permit).
- Administrative
  - Choose Managers for your area
  - Hold leaders accountable
    - Coordinators are responsible to hold Managers accountable for their stewardship. This requires that Coordinators understand not only their own stewardship but also the stewardship of Managers.
    - Understand and apply the Student-Leader Model.
  - Responsible for and aware of what happens in the area.
    - Coordinators are responsible to know what is happening with each of their Managers and with the events and activities the Managers are planning and executing.
  - Organize
    - Coordinators help Managers organize events and activities according to their area while applying the principles of the Student-Leader Model.
- Counsel
  - Coordinators meet and regularly counsel with their Director.
  - Coordinators regularly meet in counsel with their Managers.
- Communicate
  - Return and report
    - Coordinators are accountable to their Director and need to return and report regularly about their stewardship.
  - Area Communication
    - Coordinators work with their Directors and Managers to see that effective communication processes are in place.
  - Continuity
    - Coordinators are responsible to see that pertinent information about their area is passed on to the succeeding Coordinator.

## **Student Manager**

Student Managers are responsible for the planning and execution of events with the help of a council of volunteers. Managers counsel with their Coordinator about their stewardship and how to meet the needs of the students.

- Teach/Empower/Grow Others
  - Managers are responsible to teach and empower their volunteers. This includes teaching the following:
    - The mission and vision of the University and the Activities Program.
    - The mission and vision of your particular area.
    - The structure of the Activities Program.
    - The roles of the student leaders in Activities.
    - The doctrines and principles of disciple-leadership found in the LBF manual and the scriptures how those principles and doctrines apply to what the leaders are actually doing in their stewardships.
    - The Student-Leader Model.
    - The tactical responsibilities of the Volunteer position. (I.e. how to schedule a room, how to use Blackboard, how to obtain a van permit).
- Administrative
  - Recruit and choose members of your council.
  - Managers, in conjunction with their student leaders, plan and execute the events and activities in their area.
    - Understand and apply the Student-Leader Model.
    - Delegate responsibilities.
    - Hold students accountable.
    - Manage the event with the help of their student volunteers.
- Counsel
  - Managers counsel regularly with their Coordinator about the event that the Manger is responsible for and about the growth of the students the Manger has stewardship for.
  - Managers meet regularly with their council to plan, organize, and run the event they are responsible for.
- Communicate
  - Return and report
    - Managers are accountable to their Coordinator and need to return and report regularly about their stewardship.
  - Area Communication
    - Managers work with their Coordinator to see that effective communication processes are in place.
  - Continuity
    - Managers are responsible to see that pertinent information about their event recorded and saved for future access.