Officers:

Secretary
1. Is responsible for all SPB recordings including, but not limited to, taking minutes at all Executive meetings.
2. Will maintain a record of all members and their level of involvement in SPB
3. Will coordinate all publicity needs for the various programming areas in cooperation with the respective Chairs.
4. Will update and edit the SPB email list as needed.
5. Will be responsible for the SPB bulletin board and other areas assigned.
5. Will fulfill office hour obligations, which are at least 5 hours per week.

Historian
1. Is responsible for the student programming board scrapbook including, but not limited to, taking photos of all events.
2. Will attend all general meetings.
3. Will attend executive meetings when asked.
4. Will keep track of the SPB digital camera and photo files on computer.

Chairs:

Chair of Special Events:
1. Is responsible for the committee of Special Events including but not limited to, the formation of the committee, communication with the committee.
2. Will attend all open and closed meetings.
3. Will report to the Vice President of the Student Programming Board.
4. Will take charge of the special event asked to head up.
5. Will fulfill office hour obligations.

Chair of Public Relations:
1. Is responsible for the committee of public relations including but not limited to, the formation of the committee, communication to the committee.
2. Will attend all open and closed meetings.
3. Will report to the Vice President of the Student Programming Board.
4. Will create copy, distribute and keep flyers of events and meetings.
5. Will fulfill office hour obligations.

Misc:

Liaison to the S.G. Presidents' Cabinet:
1. Is responsible for communication between the Student Programming Board and the S.G. President.
2. Will attend all open and closed meetings.
3. Will attend all cabinet meetings.
4. Will report to the Student Programming Board Executive.