Executive Committee
The SAC EXE Board has one representative from each library department (Access Services, Administration/Systems, Archives, Reference, and Technical Services and one Member at Large). Each department also has the option of appointing two representatives to serve on the SAC EXE Board but this is not a requirement for any department. Members from each department can be faculty, professional, and/or classified. Committee members serve two-year terms, beginning September 1 with alternating terms to provide continuity on the committee. Each department head is responsible for maintaining representation for their department for this committee. Committee members regulate activity dues. Social activities, including parties, picnics, and birthday recognitions, are organized by this committee for the library staff.

Social Activity Fund
1. Each full-time employee is invited to join SAC. Membership dates are from October 1 to September 30. Dues are $15.00 per year, paid to the SAC treasurer. The Social Activity Fund and SAC fundraisers cover the purchase of flowers/cards/gifts for library employees, who are ill, bereaved, or has a new baby; pays for $5 gift cards for members who have their birthday acknowledged; pays for quarterly contributions of $40 to a selected charity; and pays for decorations and miscellaneous supplies for staff parties and picnics. An allocated amount of $800, in a separate account from library administration, pays for food and paper goods for staff parties and picnics.

2. The Executive Committee may have activities to raise money for the Social Activity Fund.

3. Members of the Executive Committee may choose to have their dues waived while serving on the committee. A member on the SAC committee does not have to be a SAC member if he/she so chooses. A member who does not want to be a SAC member will not hold the Chairperson, Treasurer, or Secretary positions.

SOCIAL ACTIVITIES COMMITTEE – EXECUTIVE COMMITTEE GUIDELINES

EACH OFFICER
Maintains a file folder during their appointment. In it are kept copies of:

1. A copy of the Policy

2. Any fliers or notices that person was responsible for producing (ex. Bake sale)

3. Any correspondence produced such as letters and e-mail (to pass on as samples for the next person to hold the office)

4. Any files held on diskette to be passed on (distribution lists, birthday lists, invitations, flyers)

Each Officer will keep a copy of each in their folder and also pass on a copy to the Secretary to be incorporated into the Social Activities Committee Manual. The folders are passed on to the next person to hold the office. All items are also kept on the G:drive under SAC.

FLYERS
Posting places:
1. By student time clock in both buildings
2. Staff lounge in both buildings
3. Staff elevator in Branson

FLOWERS AND CARDS FOR CURRENT FULL TIME EMPLOYEES
1. Flowers or gift sent to employee on the birth or adoption of a new baby.
2. Flowers or gift sent to an employee when a death occurs in the immediate family. Per NMSU Policy Manual by Definition of : 7.20.30 Leaves – Compassionate [Amendment adopted by Administrative Council 08.24.10; approved by Board of Regents 09.17.10] For purposes of this policy, “immediate family member” includes spouse, a domestic partner as defined in Policy 7.04, a child, parent or legal guardian, a sister or brother, a grandparent, or a grandchild. Such familial relationships created by law are also included (i.e. mother/father in law; half or step siblings).
3. Flowers or gift sent for overnight, non-elective hospitalization of an employee.
4. Get Well Card sent to a staff person’s parent, spouse, or child for overnight hospitalization.
5. Sympathy card sent to family of employee when a death occurs to other family members.
6. Congratulation card sent to employee on marriage.
7. Card sent to student employees, if requested by SAC member, when a major life event occurs, i.e. graduation, marriage, hospitalization, death in the immediate family.
8. SAC has a charge account at Flowerama.

CORRESPONDENCE
Keep in your Officer’s folder a copy of any SAC related e-mail or letters that you compose and send out.

BIRTHDAYS
1. Secretary will send an e-mail during the first week of each month to all staff celebrating their birthday that month. Secretary will also send cards to SAC members celebrating their Birthday’s each month, along with a gift certificate in the amount of $5.00 to TCBY/Coffee Haus, or the equivalent.
2. At the end of each quarter, the Secretary will notify SAC members celebrating their birthday during those three months to submit their nomination of a charity of their choice to be entered into a drawing for that quarter’s monetary donation.
3. The SAC Executive Committee will draw a nomination form from a hat at the end of each quarter and the Treasurer will mail a check to the winning charity. An email will then be sent to SAC members announcing the winner.

**END-OF-TERM CHANGE OVER**

The incoming Secretary will:

1. Contact the systems office to change the SACEXE member e-mail distribution list.
2. Contact the flower shop and update the names on list
   a. All members of SACEXE are able to charge on the account.
3. Update the SAC Manual to hand over to the new committee.
4. The outgoing Treasurer will coordinate updating the signature cards at the bank.
5. The outgoing Chair will make sure all SAC Executive Committee positions are filled.

**MEMOS FOR RECORD**

Keep a summary of the duties/activities you perform for SAC. These notes will help maintain complete records of activities, help compose reports and may help the next person holding office.

**SAC MANUAL**

Contains official records of SAC business and activities. In it are kept copies of the following:

1. Minutes
2. Treasurer’s Reports
3. Annual Report
4. Policies and Guidelines
5. Lists of Members, Birthdays, Retirees
6. Notes all events and activities to include:
   a. Memos for the record, flyers/notices, event summary reports
   b. Correspondence: letters, memos, and invitations
   c. E-mail discussion pertinent to SAC business
   d. Anything sent to all staff such as announcements of flowers/cards sent
OFFICERS OF THE SOCIAL ACTIVITY COMMITTEE – EXECUTIVE COMMITTEE

DUTIES OF THE CHAIR

a. Schedule, conduct, and plan the agenda for meetings

b. Communicate with library staff to conduct the business of the committee. Send e-mail notices for upcoming events, reminders, etc. Problem resolution.

c. Contact new employees regarding membership information, birthday calendar. Send e-mail to SACEXE to notify the other officers so that all lists can be updated. (Treasurer will follow-up in about 1 month.)

d. Research/Surveys (initiates/shared duty).

e. Produce Annual Report due end of Fiscal Year (June 30th).

f. In the event of an extended absence or leave of a SAC officer, the Chair will temporarily appoint back up.

DUTIES OF THE SECRETARY

a. Take SAC meeting minutes. Type and distribute to SACEXE and Associate Dean via e-mail and/or paper.

b. Maintain Birthday List for all staff. Update list on a quarterly basis and distribute to SACEXE.

c. Order flowers for staff. Send cards to staff and family members.

d. Announce to all staff via e-mail when flowers/cards/gifts are sent unless person involved does not wish library wide announcement.

e. Maintain the official SAC Manual. Collects memos/reports from Officers. File pertinent e-mail discussions.

f. Keep record of # cards and flowers/gifts sent out for annual report and provides information to chair in June.

DUTIES OF THE TREASURER


b. Initiates Membership Drive and collects dues starting in the middle of September for the new SAC year (October to end of September). Keeps chairperson and secretary updated.

c. Maintain Membership Lists for SAC and collect dues throughout the year.

d. Send email updates to Chairperson and Secretary (SAC membership updates go to both Chairperson and Secretary).

e. Follow-up with new employees about membership about one month after the Chair initiates contact.

f. Compile monthly Treasurer’s reports of expenditures of funds and any income.

g. Deposit monies; write checks.
h. Receive invoices; make payments.

i. Provides treasurers’ annual report to Chair in June. Provides membership report to Chair in June.

**DUTIES OF THE HISTORIAN**

a. Checks out camera from Zuhl Service Desk.

b. Takes pictures at all SAC events.

c. Maintains photo collection of events.

**DUTIES OF THE BUILDING OFFICERS (BRANSON AND ZUHL) (PERFORMED BY ALL MEMBERS)**

a. Responsible for distributing/collecting sign-up sheets, fliers, etc. for both buildings.

**DUTIES OF THE PARTY OFFICER/EVENTS COORDINATOR**

a. Places orders, calls for prices.

b. Purchases materials for event (to be shared as needed).

c. Produces fliers, sign-up sheets, and invitations for each building.

d. Responsible for coordinating the duties for the event. Ensures that all duties are delegated or volunteered for. May make a list of things that need to be done, circulating among the members as a sign-up sheet.

e. For each Party/Event, writes a summary report (cost, attendance, requirements, i.e., “a permit is required for all public parks as well as a $25.00 deposit”).

**DUTIES OF THE FUNDRAISER (PERFORMED BY ALL MEMBERS)**

a. Design concepts for prizes and awards for events

b. Contact businesses for donations of prizes and awards

**DUTIES OF THE MEMBER AT LARGE**

a. Assist other SAC Executive committee members with their duties when needed

b. Help create decorations and treats for parties

c. Help set-up and clean-up at parties