Personal Recommendation
Please read this job description with ______________ in mind. If you believe the student is capable of performing well within this description, then please sign your name at the bottom of this page in the area specified.
Thank you! –Student Development Team

Clubs and Organizations Chair- Serves alongside the Student Activities Coordinator and Student Government President, to develop the Clubs and Organizations program and support the leaders of each team. This individual must possess a passion for the concept of Clubs and Organizations at Nyack College.

The Clubs and Organizations Chair can expect work in the following areas:
1. Train club leaders in the policies and expectations
2. Promote clubs and organizations to the student body and encourage membership.
3. Make 1 visit per semester to each club/organization’s primary gatherings (which will include trips to the city for Watchmen Leaders).
4. Coordinate club programming and lead monthly inter-club council meetings
5. Plan and Implement the Club Festival each semester
6. Plan and Implement any public presentation of Clubs (such as “Under the Tent” at Homecoming)
7. Advocate for club resources and needs
8. Coordinate van usage and room space reservation
9. Gather and disseminate information as requested by Director of Student Activities

Necessary Requirements
1. Maintain a 2.5 GPA
2. A positive attitude toward Nyack College programs, policies, and population
3. Strong communication skills are necessary
4. Desire to work on behalf other people in sometimes-stressful environments in a mature and professional manner so that creative, helpful, and strategic solutions can be developed and implemented throughout the year with little recognition and low personal gain.
5. Teachable attitude and willingness to be trained to best accomplish any task given by the Coordinator of Student Activities.
6. Email (required to check email on a daily basis), Internet (Facebook; Blog), and Microsoft Word/Publisher proficient; graphic experience is preferred but not required
7. Attend various meetings both weekly and monthly

Print Name  Sign Name  Date
1. ________________________ 1. _______________________ ____________
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