

# Diamond Challenge



## **Board Chair Position Description**

As a member of the Diamond Challenge student advisory board, students have the opportunity to assume additional leadership roles. There is one available Board Chair position within the Diamond Challenge student advisory board.

As a student leader responsible for all committee chairs and committees, the Board Chair is charged with developing a high impact experience for all student advisory board members and stakeholders. The Board Chair is also responsible for optimizing the effectiveness of the student advisory board while serving as a liaison between the Diamond Challenge Program Coordinator and the student advisory board. Board Chair responsibilities, in addition to student advisory board member responsibilities, include but are not limited to:

- Executing the committee chair selection process
- Formulating clear, strategic and measurable committee chair and student advisory board responsibilities, goals, expectations and values
- Collaborating with fellow committee chairs and the Diamond Challenge Program Coordinator to optimize the student advisory board experience and results
- Holding committee chairs and student advisory board members accountable
- Cultivating student advisory board resources
- Crafting biweekly reports and biweekly updates
- Organizing, leading and tracking attendance at monthly advisory board and monthly Committee Chair meetings
- Meeting virtually twice a month with the Diamond Challenge Program Coordinator
- Producing, reviewing and providing feedback regarding meeting agendas, meeting outcome summaries and meeting announcements
- Maintaining monthly student advisory board member recognition
- Creating the student advisory board handbook