

Diamond Challenge



Committee Chair Position Description

As a member of the Diamond Challenge student advisory board, students have the opportunity to assume additional leadership roles. There are three available committee chair positions within the Diamond Challenge student advisory board:

- **Community Engagement Committee Chair (1)**
- **Outreach and Recruitment Committee Chair (1)**
- **Summit Committee Chair (1)**

As student leaders responsible for committees, the Community Engagement, Outreach and Recruitment and Summit Committee Chairs are charged with developing a high impact experience for committee members and stakeholders. Committee Chair responsibilities, in addition to student advisory board member responsibilities, include but are not limited to:

- Executing the Committee Member selection process
- Formulating clear, strategic and measurable committee responsibilities, goals, expectations and values
- Collaborating with fellow committee chairs and the Board Chair to optimize the student advisory board experience and results
- Holding committee members accountable
- Crafting biweekly updates
- Organizing, leading and tracking attendance at biweekly committee meetings
- Meeting virtually once a month with the Board Chair
- Producing, reviewing and providing feedback regarding meeting agendas, meeting outcome summaries and meeting announcements

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- Maintaining a daily pulse on student advisory board member accomplishments
- Producing content for the student advisory board handbook