AN EXECUTIVE ORDER CREATING AN EVENTS MANAGER POSITION

WHEREAS, The Rackham Student Government (RSG) has become significantly more active over the past three academic years; AND

WHEREAS, The RSG Vice President serves as the chief operating officer of the graduate student body; AND

WHEREAS, The RSG Vice President is responsible for managing RSG’s numerous committees; AND

WHEREAS, The executive has created numerous ad-hoc committees during his tenure in office and these committees often fall under the supervision of the Vice President; AND

WHEREAS, It would be beneficial to designate an individual to work with the Vice President with a focus on external event management thereby allowing the Vice President to focus on committee operations and internal operations; AND

WHEREAS, Article 4, section A, subsection 1a grants the president powers as RSG’s Chief Executive as well as authority to run the executive branch of the graduate student body’s government; NOW THEREFORE I, MICHAEL L. BENSON, AS THE DULY ELECTED PRESIDENT OF THE RACKHAM STUDENT GOVERNMENT AND BY THE POWER VESTED IN ME BY THE CONSTITUTION OF THE STUDENT BODY OF THE ANN ARBOR CAMPUS OF THE UNIVERSITY OF MICHIGAN AND THE BYLAWS OF THE RACKHAM STUDENT GOVERNMENT DO HEREBY ORDER THE FOLLOWING:

Section 1. A position be created with the title RSG Events Director

Section 2. The RSG Events Director will have the following responsibilities:

a. Event Calendaring. The Events Director will be have responsibility to ensure that RSG’s calendar of sponsored events is manageable given the number of seated representatives, as well as
other external time commitments, including federal holidays and the like.

b. Event Planning. The Events Director will develop a process for committee chairs and representatives to develop their events and to present them for approval to the RSG Board in a timely manner. This process should be developed in concert with the Treasurer and the Vice President who will have oversight respectively of the financial and communications aspects of the proposed events. Once approved by the executive board, the Events Director will meet with each of RSG’s committees to implement the new process.

c. Event Review and Future Recommendations. Within 14 calendar days of an RSG sponsored event’s conclusion. The Events Director will work with the event’s planner(s) to construct a written report to the executives and the Board of the event which will, at a minimum, contain the following:

i. A detailed “How To” guide for future chairs or representatives on how to hold the event.

ii. A detailed financial accounting showing both what was budgeted and what was actually spent.

ii. Recommendations as to what went well and what could be improved upon should the event be held again.

iii. Recommendations as to if the event should be hosted again by RSG or if there is another more appropriate host.

Section 3. The RSG Events Director will be granted and delegated the following powers to meet the responsibilities laid out in section 2 of this order:

a. Committee Leadership. The Events Director will serve as an ex-officio co-chair of the following RSG Committees: Academic Affairs, Community Outreach and Social Action, Legislative Affairs, and Student Life.

b. Approval Authority. Prior to an event being sponsored by RSG, the events coordinator will review the proposal and will either approve or reject the event plan. Events may be rejected for any of the following reasons: incomplete proposal, overlap with other RSG events, lack of person power to successfully run the event, or any other reason approved by one of the executives.
c. **Event theming and coordination.** The Events Director will have the power to modify event plans, as necessary to ensure that RSG’s overarching theme(s) and messaging are being delivered.

**Section 4.** The RSG Events Director will report to the Executive Board.

**Section 5.** Appointment. The President will nominate and appoint a representative or associate representative to serve as Events Director. This appointment shall be subject to appeal by the Board.

**Section 6.** Vacancy. Should the RSG Events Director resign or be removed from office, the President will fill the vacancy by or at the next regularly schedule RSG Board meeting.

**Section 7.** Term. The RSG Events Director will serve at the pleasure of the President.

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**IT IS SO ORDERED.**

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Michael L. Benson
President, Rackham Student Government