**GBM Final Details**

**Food**

* Remind food planning committee to call the food place
  + Rubios?
    - Worried about whether or not we can feed everyone

**Advertising**

* Facebook event page should be out by this Friday
* Same with posters

**Content**

* Basic description of SUMS (what we do, what is SUMS, etc.)
  + Mission statement from the website
  + Take some words from the constitution
* Upcoming events during Spring Quarter
  + Where to find the calendar
    - Website
* How they can get involved
  + Available positions that we need filled
    - Publicity Vice Chairs (2)
    - Secretary Vice Chair (1)
  + Inform them of the slack channel and when the board meetings are so they can sit in on them

**Election Process**

**Concrete Structure**

* Committee structure
  + One head
    - One or two vice chairs under them, for certain positions
* Members on the Board get first pick on open positions for next year. Then the rest are filled by the public.
  + Positions announced during the GBM.

**Chair Positions (Remind AJ to get the positions done by Friday)**

* President (1)
* VP (2)
* Publicity Chair (1)
  + Plans events
  + Handle social media
  + Decide what events we’re going to be doing
  + All modes of outreach
* Publicity Vice-Chair (2)
  + Helps Publicity Chair with events
* Social/Outreach Chair (?)
  + Responsible for being the link between members and the organization
* Secretary Vice Chair (1)
  + Books rooms, etc.
  + Someone who works with the data from the events
    - Making RSVP forms
    - Analyzing post-event data