

Balfour Student Board Balfour  
Hesburgh Scholars Program  
University of Notre Dame du Lac

**Mission** The Balfour Student Board (BSB) aims to uphold the BHSP pillars of leadership, service, and intellectual engagement by fostering community between and within cohorts through programs, events, and workshops in order to expand the presence of Balfour on the ND campus and beyond.

**Membership** The BSB shall be managed by the following executive positions, commissioners, and cohort representatives. Each position shall be elected by the end of April of the academic year, and each position shall serve a one-year term beginning May 1.

- President (1)
- Vice President (1)
- Secretary (1)
- Treasurer (1)
- Communications Commissioner (2)
- Social Events Commissioner (2)
- Service Commissioner (2)
- Academics Commissioner (2)
- BSB Ambassador (1)
- Cohort Representation
  - Fifth Years (2)
  - Seniors (2)
  - Juniors (2)
  - Sophomore (2)
  - First Years (2)

**Elections** Elections for the BSB will be chosen via the following selection process:

- The current President and Vice President are responsible for releasing the BSB nomination form and sending it to all currently enrolled Balfour Scholars. Students can nominate either themselves or others for any position.
  - The nomination form must include these items:
    - Name of Nominator
    - Name of Nominee

#### ■ Position

- Once the nominations are submitted, all nominees must be contacted. This contact should request confirmation on whether the student accepts the nomination. If the student has been nominated for more than one position, they should be advised to rank the positions by preference.
  - In this same email, include the following prompt:
    - If you accept the nomination, write a brief paragraph (250-300 words) explaining why you want to serve in this position and what particular skills you might bring.
- Once all responses are submitted, the entirety of the current board, along with the Program Director(s), should meet to discuss filling the new positions.
- Dr. Lucero and Mrs. Ware will make sure all members of the board are academically eligible to participate.
- Following the academic approval, position offers will be sent to the new members of the BSB.
- The last meeting of the current BSB will serve as a transition meeting for the incoming BSB.

**Requirements** Regular meetings during the academic year will be established by all BSB members. All BSB members are required to:

- Attend every meeting unless there is a valid excuse as defined by *du Lac*.
- Respect and uphold the mission of the board.
- Respect all members of the board.
- Uphold the responsibilities of their respective position.

**Position Responsibilities** In addition to upholding the responsibilities of the position, all members of the BSB are required to do the following:

- Social Events Commissioner, Service Commissioner, Academics Commissioner, and all Cohort Representatives are required to plan and host at least **two** substantive events per semester.
- President, Vice President, Secretary, Treasurer, and Communications Commissioners are required to assist the planning of at least one event per semester. These positions are highly encouraged, although not required, to host their own events.
- Information regarding the responsibilities of specific positions can be found at the end of this document.

## **Standards Review Team (SRT)**

- Three BSB members from the outgoing board will be chosen by the board to remain available to serve on the Standards Review Team, which serves to address issues regarding the potential violation(s) of BSB Bylaws that might arise.
- Members of the SRT cannot be part of the incoming board; therefore, members applying for a new position should withdraw their names from the selection process of the SRT.
- Members of the SRT are required to maintain confidentiality throughout the process, from the initial notification of a possible violation to the recommendation to Dr. Lucero and Mrs. Ware. The only exceptions are any situation that requires mandatory reporting.
- The SRT will be notified by one or more members of the current board about the violation.
- The SRT will then meet with the person whose position is in question about the issue.
- The SRT will provide a written summary of this meeting to those in attendance, to confirm the purpose, points discussed, and outcome of the meeting.
- After the meeting, the SRT will provide a recommendation to Dr. Lucero and Mrs. Ware about what to do next. Depending on the severity of the issue, concerns can and should be brought directly to Mrs. Ware and Dr. Lucero.

**Consequences** All sanctions are set in place to ensure the BSB has a successful year. Violations of any requirements will be sent first to the Standards Review Team for consideration. Recommendations will be sent to Dr. Lucero and Mrs. Ware from the Standards Review Team. Depending on the severity of the issue, board members are encouraged to speak directly with Dr. Lucero and Mrs. Ware.

- Missing more than three meetings during your term, without valid reasons, are ground for removal.
  - Once two meetings are missed, a warning will be handed out informing the BSB member of the consequences of missing a third meeting.
  - Upon missing a third meeting, a performance review will be undertaken by the SRT in conjunction with a formal complaint from at least two members of the current BSB.
  - After the performance review, if attendance remains an issue you will be removed from your position.
- Defamation of the BSB, its members, or the program at large are grounds for removal.
  - While it is highly encouraged to express any concerns about the board, it is expected to be expressed in a professional and respectful manner.

- Treating members of the board with anything less than respect is grounds for removal.
  - Members of the board are expected to uphold the values of the program, with a special emphasis on community building. Should any member feel they are being treated unfairly, they are encouraged to come forward. The position of the perpetrator of the disrespect will be in question.
- Failing to uphold the responsibilities of a position is grounds for removal.

## **Balfour Student Board Position**

### **Descriptions**

**President** The President of the BSB serves primarily as a liaison between directors and rest of board. The President should be attentive to the needs of the board, and ensure that effective communication exists between the board and the directors through regularly scheduled meetings. Additionally, this role is responsible for planning and running all weekly meetings. This role should be helpful to any of the needs of the board members as they strive to reach their goals.

**Vice President** The role of the Vice-President (VP) is to serve as an additional avenue of communication between the program directors and the rest of the Balfour Student Board (BSB). The VP is also responsible for organizing events, whether it is a new event or helping another board member plan an existing event. Additionally, the VP will need to help the President run weekly meetings with the rest of the BSB. The most important role is to be of assistance to the cohort representatives and commissioners, especially when an event needs to be planned.

**Secretary** The role of the secretary is to ensure the smooth functioning of the Balfour Board as a whole. The secretary is responsible for attending all meetings, and maintaining effective records. Additionally this role requires keeping track of all board activities, and staying in consistent contact with all members of the board.

**Treasurer** The position of Treasurer within the Balfour Student Board will serve as official financial liaison within the leadership and will delegate and apportion funding and resources to promote and enrich the development of students across Balfour cohorts. They will be responsible for:

- Proactively maintaining a literate and up-to-date budget for the board
- Serving as primary executive in the approval of funds for activities within the board
- Foremost financial mediator between program directors and board Additionally, they will provide stratagems for personal financial education and literacy to assist and prepare the scholars to effectively budget and plan for their own enrichment. These goals are best achieved

by:

- Comprehensive financial aid and loan education
- Income tax filing guidance
- Research/summer budget proposals
- Exposure to online outlets for budgeting and planning resources to achieve above goals

**Academics Commissioner** The role of the Academic Commissioner is to help Balfour students engage in scholarship through planning events and organizing a study space that promotes community building. They can help connect students with academic resources on campus and create a research showcase using the projects of upperclassmen Balfours. Additionally they are responsible for planning the Balfour Majors Brunch, and coordinating the Big/Little Revival.

**Service Commissioner** The Balfour Service Coordinator works alongside the other members of the Balfour Student Board in order to plan service events for the greater Balfour community. While these events need not be restricted to Balfour Scholars, the overarching goal is to organize various opportunities throughout the year for the scholars to meet, connect, and share a bit of themselves with the South Bend community.

**Communications Commissioner** The primary goal of this position is to make sure everyone knows what is going on. This will be done through consistent management of social media, and a Balfour Calendar. Additionally this position will work on monthly newsletters to highlight balfour students, and work on continuous outreach to the alumni community. New ideas are encouraged.

**Social Events Commissioner** The Social Events Commissioner is responsible for organizing Balfour events pertaining to and across all cohorts. One of the primary responsibilities will be for organizing the annual Balfourmal amongst other social events the board decides on. Organizing these events requires scheduling, planning and budgeting for all events as well as working with the board to come up with fresh ideas on events that will foster community between Balfours.

**BSB Ambassador** The BSB Ambassador position will be focused on raising awareness of Balfour-related events and programming, would help take on contacting prospective Balfours before/during/after the selection process, and serve as a liaison between the directors, the BLT, and prospective and current students to answer questions and direct their concerns. They'd also be responsible for communications with other scholars programs and university programs to facilitate/foster relationships and expand Balfour's presence and name on campus, working with various departments for more resources for our scholars.

## **Senior Cohort Representatives**

- Serve as a liaison between the Balfour Scholars Board and the Senior Cohort
- Plan events throughout the year (Senior Tailgate, Senior Week events, etc.)
- Coordinate events to help seniors for life after graduation (adulting 101, maintaining a connection with the Balfour network, etc.)

**Junior Cohort Representatives** The Junior Cohort representative is mainly responsible for being the mediator between the Balfour Student Board (as well as the Directors—Ms. Ware and Dr. Lucero) and the Junior Cohort. In addition to being a general member of the BSB, which entails planning and executing Balfour events, the JCR (Junior Cohort Representative) is also responsible for planning and executing any Junior Cohort specific events.

**Sophomore Cohort Representatives** The Sophomore Cohort Co-Representatives serve as the bridge of communication between their own cohort members and the Balfour Student Board. They are to serve the needs of the sophomore cohort as they navigate Notre Dame beyond their first year, especially when it comes to the continued growth of the relationships forged during the Balfour Summer and the First-Year follow-up course. They are responsible for planning any community-building or service projects as desired by their cohort. They are to voice the concerns of their cohort members during weekly BSB meetings.

## **First Year Cohort Representatives**

As the First-Year Cohort Representatives, it's our responsibility to reach out and be a bridge of communication between our cohort and the larger Balfour-Hesburgh Scholars Program, as well as work to facilitate involvement with Balfour events as well as cooperation with other cohorts.