

Pre-Health Club Director Description

Specific Cabinet Duties:

1. With M&E Director, select and supervise a Cabinet including positions like Clinic Coordinator, Event Coordinator, Blood Drive Coordinator, and Publicity Coordinator.
2. Develop professional relationships within the student body, Wheaton faculty and staff, and local ministries.
3. Lead the development of yearly vision, goal setting, and spiritual direction for the Cabinet and all those involved by developing and carrying out the philosophy, policies, and goals of the Student Evangelism Cabinet.
4. Prepare agendas for and lead Cabinet meetings, delegating appropriate tasks to Cabinet members.
5. Meet with the supervising staff.
6. Attend monthly Ministry Leadership meetings.
7. Connect regularly with Ministry Team directors to assemble testimonies, advance evangelistic strategy, and develop strategic relationships.
9. Maintain and build partnerships with campus and local ministries for the sake of ministry opportunities.

General Cabinet Duties:

1. Attend the Student Leadership Retreat and M&E Workshop with your Cabinet.
2. Develop and implement annual goals and objectives by facilitating the creative process with the Cabinet during Ministry and Evangelism student leader training week. Refer to the Important Dates sheet. (Supervising staff will give final approval of the SEC goals and objectives.)
3. Participate in office fundraisers including:
 1. Fall Community Workday and the Spring Community Workday, working a full 8-hour day at each event. *Refer to the Important Dates sheet.*
 2. Fall Fruit Basket fundraiser and in the Spring Fruit Basket Fundraiser. *Refer to the Important Dates sheet.*
4. Collaborate with partners both on and off campus in meeting organizational mission and vision.
5. Facilitate and attend all mandatory Student Evangelism Cabinet events including, but not limited to:
 1. Chapel
 2. Cabinet Meetings
 3. Programmed Trainings
6. Beginning second semester, prepare a list of potential future chairs and cabinet members.
7. Complete a year-end written summary and evaluation for position report.
8. Perform other duties as assigned by supervising staff member.