

Waubonsee Community College

Campus Activities Board

Position Descriptions

DUTIES OF OFFICERS

All board members should be enrolled in classes at Waubonsee and maintain at least a 2.5 GPA

Section A: The President

1. The President shall be the lead organizational officer.
2. The President shall create meeting agendas and facilitate general and executive meetings.
3. The President will communicate with Board Members, as well as the Graduate Advisor and Student Life Staff Advisor.
4. The President shall attend events and programs.
5. Represents CAB on Engagement Fair RSO Panel
6. Mentor members, with guidance from Advisors
7. Attend at least 1 Campus Activities conference and Leadership Summit
8. The President shall remain enrolled in classes at Waubonsee and maintain a 2.5 GPA.
9. Other duties assigned by Advisors

Section B: Vice President

1. Oversee meetings in the absence of the President
2. Oversee Engagement Fair RSO Panel
3. Work closely with the Recruitment chair on the application process
4. Attend at least 1 Campus Activities conference and Leadership Summit
5. Serve as liaison between CAB and other organizations or college-wide committees seeking collaboration.
6. Other duties as assigned by President and/or Advisors

Section C: Secretary

1. Responsible for keeping minutes and records of all CAB meetings
2. Responsible for tracking registrations and attendance for events and programs
3. Responsible for board event debriefing, as well as event assessment surveys for attendees
4. Oversee Engagement Fair RSO Panel
5. Attend Leadership Summit
6. Other duties as assigned by President and/or Advisors

Section D: Retention and Recruitment

1. Provide members with the opportunities to grow as leaders within the group and campus, while promoting personal development
2. Create team building opportunities to ensure positive morale among members
3. Collaborate with fellow board members to recruit for sub-committee members
4. Host small scale events to promote and inform others of CAB
5. Oversee the application and selection process
6. Attend Leadership Summit
7. Other duties as assigned by President and/or Advisors

Section E: Marketing

1. Oversee and assist in all publicity for CAB, including but not limited to, flyers, social media, and giveaways
2. Create materials using Student Life Canvas account
3. Plan and execute CAB's participation in Engagement Fair (i.e. submitting a video to Flipgrid, providing marketing materials and decoration for tabling, etc.)
4. Create an advertisement for CAB as an introduction before events and programs
5. Work with Retention and Recruitment on recruitment events
6. Support marketing efforts for all CAB events and programs
7. Attend Leadership Summit
8. Other duties as assigned by President and/or Advisors

Section F: Special Events

1. Create, plan and execute events that include, but are not limited to, Drive-in/Movie viewings, Taste of Waubensee, Trunk or Treat and other large-scale programming that does not fall under Philanthropy or Passive event chairs
2. Work closely with Marketing for promotion
3. Work closely with Retention and Recruitment on sub-committee member needs
4. Delegate as needed to board members and sub-committee
5. Attend Leadership Summit
6. Other duties as assigned by President and/or Advisors

Section G: Passive Events

1. Create, plan and execute passive events that include, but are not limited to, social media events or programs, scavenger events, and other small-scale programming that does not fall under Philanthropy or Special event chairs
2. Work closely with Marketing for promotion
3. Delegate as needed to board members and sub-committee
4. Attend Leadership Summit
5. Other duties as assigned by President and/or Advisors

Section G: Philanthropy

1. Create, plan and execute Big Pink Volleyball and other philanthropy programming that supports our Waubensee community
2. Work closely with Student Life staff on Empty Bowls
3. Create, plan and execute a volunteer opportunity for CAB members
4. Create, plan and execute a drive
5. Work closely with Marketing for promotion
6. Work closely with Retention and Recruitment for sub-committee needs
7. Delegate as needed to board members and sub-committee
8. Attend Leadership Summit
9. Other duties as assigned by President and/or Advisors