

Community Engagement Chair – Campus Activities Board

This position is responsible for selecting and programming a series of events to promote engagement in critical conversations and intercultural understanding through events such as awareness weeks, speakers, workshops, the UTC annual Drag Show, and collaborations with other organizations and departments. This position reports to the President.

Position Responsibilities:

- Coordinate, plan, and implement events that represent the diverse interests of the UTC community
- Manage all event details such as selecting date/time/location, coordinating A/V needs, renting equipment, communicating with vendors and agents, advertising, purchasing items needed, and program evaluation
- Work with President to secure all event space/equipment reservations
- Work with the Vice President of Operations to manage program budgets and purchase items needed for events
- Work with Vice President for Public Relations and the Promotions Chair to create event promotional plans
- Attend meetings with student organization leaders and University faculty/staff members as needed for events
- Seek opportunities to collaborate with other organizations and campus departments
- Assist with the promotion of the organization and all organization events
- Attend bi-weekly meetings with President
- Maintain good academic and conduct standing with the institution and a cumulative GPA of at least a 2.5
- Meet additional expectations outlined for this position

Additional Expectations of CAB Executive Board Members include:

- Fulfilling 5 office hours per week in the CAB Office. 1 hour may be done virtually
- Attending bi-weekly CAB Executive Board Meetings – Mondays at 3:30pm
- Attending all events where this position is the chairperson in charge
- Assisting with marketing efforts including hanging up posters, visiting classes/organizations meetings to promote programming, and staffing promo table events
- Participating in mandatory CAB events and help staff events planned by other chairs
- Participating in all training and retreats including the summer retreat, spring welcome back retreat, transition retreat, and NACA South Regional Conference
- Assisting with various outreach events such as Visit Days, Preview Days, and Organization Fairs
- Participating in at least 1 external leadership development opportunity during position term