

President – Campus Activities Board

This position supervises all programming chairs and works to build a comprehensive programming calendar for the UTC campus community. The President serves as the primary spokesperson for the organization and contributes to the overall mission and vision of the organization by seeking campus collaboration opportunities and ensuring a diverse and inclusive slate of events and activities throughout the year. This position reports to the Advisor.

Position Responsibilities:

- Provide overall leadership for organization including building a sense of community among organization members
- Supervise all programming chairs and provide development and logistical support for events
- Preside over weekly executive board meetings and coordinate the meeting agenda
- Secure space locations for organization events and activities
- Work with Advisor to develop and present annual budget requests through the Student Programming Allocation Committee
- Represent the organization in meetings and University events and maintain positive relationships with other campus organizations/governing bodies
- Assist programming chairs with finding opportunities to collaborate with campus departments/organizations
- Coordinate program evaluation and assessment efforts for organization
- Attend weekly meetings with Advisor
- Facilitate bi-weekly with programming chairs
- Complete annual student organization registration requirements
- Coordinate organization participation in university events such as OrgFest, Preview Days, etc.
- Work with Advisor to develop outcomes and activities for the CAB Summer Leadership Retreat
- Maintain good academic and conduct standing with the institution and a cumulative GPA of at least a 2.75
- 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