

Traditions Chair – Campus Activities Board

This position is responsible for selecting and programming a series of popular events that have become a staple to the UTC programming calendar. Examples of events include Oak Street Roast, Welcome Back Comedy Show, and CAB Week. 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