

Vice President of Operations – Campus Activities Board

This position supervises the Volunteer Board and is responsible for recruitment efforts for the organization. The Vice President of Operations also serves as the chief budget officer for the organization, maintains organization records, and represents the organization at events and on committees in the absence of the president. This position reports to the Graduate Advisor.

Position Responsibilities:

- Coordinate the membership and recruitment process for the organization by providing the overall leadership and direction for recruitment efforts
- Serve as the primary liaison to the Volunteer Board including planning and leading all Volunteer Board meetings and necessary trainings and keeping members active and engaged
- Record, distribute, and file weekly meeting minutes
- Assist programming chairs with budgets and purchasing for events and activities
- Work with the Vice President of Public Relations to schedule and manage organization promo days
- Serve as the chief representative of the organization in the absence of the president and assist with the representation of the organization at meetings, events, and university committees as needed
- Assist President and Advisor with the annual Student Programs Allocation Committee budget request
- Serve as the CAB representative on the Student Programs Allocation Committee or appoint a proxy if needed
- Attend weekly meetings with the Graduate Advisor
- Assist the president and Advisor with additional tasks as needed
- 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