

EXECUTIVE BOARD OVERVIEW

1. Paid Positions

- a. President, Vice President, Membership/Retention Coordinator, Public Relations Coordinator, Historian/Records Specialist, Committee Chair
- b. Each position will serve a term of (1) year.
- c. Must be in good standing with the College both academically and judicially
- d. Full speaking rights within the Campus Activities Board.
- e. Post and maintain a minimum of 6 office hours per week
- f. Shall plan and maintain the operations regarding your specific position or programming area
- g. Attend all meetings
- h. Positions shall be paid a monthly stipend depending on budget availability. Some positions may be relegated to Federal Work Study if necessary.

2. Qualifications

- a. Shall have a minimum 2.25 GPA, and be an enrolled McKendree student
- b. Must carry at least 12 credit hours during each semester of their term
- c. Shall have at least 1 year experience in Campus Activities Board, unless approved by the Director and President
- d. **Shall not** hold an Executive position in another organization simultaneously. Executive positions include: President, Vice-President, Secretary, or Treasurer
- e. Must be in good standing with McKendree, both academically and judicially
- f. **Any other obligation(s) paid or otherwise must be approved by the Director of Campus Activities.**

3. Descriptions

- a. President
 - i. Conducts all meetings and presents an agenda at least 24 hours prior to any meeting.
 - ii. Issues orders for the Campus Activities Board.
 - iii. Full speaking rights within the Campus Activities Board, voting rights will be reserved in case of tie only.
 - iv. Designate persons to represent Campus Activities Board at functions where such representation is deemed necessary.
 - v. Call special meetings of the Campus Activities Board
 - vi. The President must maintain regular office hours (minimum of 6 per week).
 - vii. Assist with the training of new Executive Board and staff members as well as incoming President.
 - viii. With the Vice President and Director, appoint the remaining Executive Board members.
 - ix. Charged with the overall development and supervision of Campus Activities Board programming.
 - x. Attends Registered Student Organization meetings
 - xi. Reports to the Director.
 - xii. All other duties as assigned by Director.
- b. Vice President
 - i. Assume the powers and duties of the President in the event of absence
 - ii. Full speaking rights within the Campus Activities Board
 - iii. To assist the President in the administration of Executive duties.
 - iv. Responsible for the maintenance of the office, equipment, and supplies
 - v. Responsible for reserving rooms for meetings and events
 - vi. With the help of the President and Director, appoint remaining Executive Board members.
 - vii. Be an active participant in CAB
 - viii. Post and maintain a minimum of 6 office hours per week
 - ix. Other duties as assigned
- c. Membership/Retention Coordinator
 - i. Full speaking rights within the Campus Activities Board.
 - ii. Post and maintain a minimum of 6 office hours per week
 - iii. Maintenance of Campus Activities Board membership lists or database.
 - iv. Serve as chair of New Member Selection Committee.
 - v. With Director and President, create new member orientation and welcome sessions
 - vi. Plan and implement a minimum of one Campus Activities Board social event per month.
 - vii. With the assistance of the President, Vice-President, and Director, trains all new members on CAB policy and procedure.
 - viii. Keep accurate record of members' attendance at events and meetings with assistance of Committee Chair
 - ix. Other duties as assigned
- d. Public Relations/Marketing Coordinator
 - i. Full speaking rights within the Campus Activities Board.
 - ii. Post and maintain a minimum of 6 office hours per week

- iii. Maintenance of Campus Activities Board online web calendar.
- iv. Prepare and supervise the production and distribution of the Campus Activities eSource and table tents
- v. In conjunction with Director, approve advertising of all Campus Activities Board events
 - 1. including email, facebook, printed materials, McKendree Review article or press release submissions, and other specified advertising mediums
- vi. Other Duties as assigned

e. Historian/Records Specialist

- i. Full speaking rights within the Campus Activities Board.
- ii. Post and maintain a minimum of 6 office hours per week
- iii. In conjunction with the Secretary, collecting and keeping accurate documentation of all activities for the purpose of historical record (Yearly Binders).
- iv. Catalog and capture visual records of all Campus Activities Board events
- v. Serve as a liaison and reference for Yearbook, University Communications, and McKendree Review
- vi. Provide media to assist Membership/Retention Coordinator and Public Relations/Marketing Coordinator with general duties.
- vii. Prepare annual printed and digital scrapbooks
- viii. Work with Membership/Retention Coordinator to create and archived historical record of current staff and alums
- ix. Other Duties as assigned

f. Secretary

- i. Full speaking rights within the Campus Activities Board.
- ii. Post and maintain a minimum of 6 office hours per week
- iii. Prepare a comprehensive set of minutes covering all Campus Activities Board meetings.
- iv. In conjunction with the Historian, collecting and keeping accurate documentation of all activities for the purpose of historical record (Yearly Binders).
- v. Reports to the Director and the President.
- vi. Other Duties as assigned

g. Committee Chair

- i. Assist Membership/Retention Coordinator with keeping an accurate record of members' attendance at events and meetings
- ii. Serve as a programming resource for Street Crew members
 - 1. Prepare bi-monthly in-service training sessions for staff on various topics
- iii. Serve as Commuter Student Liaison
 - 1. Provide list of weekly local activities to be published in eSource
- iv. Ensure that all program evaluations are completed by event coordinators within 1 week of event's completion
- v. Reports to the Director and the President.
- vi. Other Duties as assigned

4. **Selection**

- a. President and Vice President are selected by an interview team after completing application
 - i. Applications will be received in December of each year
 - ii. The interview team will consist of the following:
 - 1. Director of Campus Activities
 - 2. Current CAB president
 - 3. (1) Office of Student Affairs Representative
 - 4. (1) Street Crew member
 - iii. Interviews will be conducted in the early spring semester.
- b. All other Executive Board positions are selected by the President, Vice President and Director based upon interviews in the spring semester.

All full-time McKendree students are eligible to apply to be a CAB Member. **A limited number of students will be chosen to be active CAB Members based off of application, and needs of Campus Activities Board.** Applications of those that are not chosen will remain on file in the Campus Activities Board Office.