

## ***CAB Roles and Responsibilities***

### ***Executive Director of Administration***

- Meet weekly with executive board to ensure that each chairperson is fulfilling his or her responsibilities, and that events are planned as scheduled; Movies are ordered, contracts are requested, marketing is aggressive, and events are being properly staffed.
- Delegate tasks to executives and other members of the organization.
- Oversee all executives and ensure that CAB is running effectively as an organization.
- Keep accurate and up-to-date records of CAB budget. This includes; event expenses, refreshment and supply expenses, prizes, conferences, etc.
- Review BRF's for ALL events upon receiving them. Contracts must be submitted at least 1 month prior to an event, and Budget Payment Requests (BPR) need a minimum of 2 weeks for processing.
- Keep accurate account of checks from the accounting office – be aware of who collected the check, when it was picked up, and when it was given to an artist or vendor. Record all this information.
- Answer or forward emails to appropriate executive from the general CAB email ([gcsucab@gmail.com](mailto:gcsucab@gmail.com))  
Look after day-to-day activities and provide feedback to the President.
- Other duties as assigned.

### ***Executive Director of Programming***

- Meet weekly with executive board to ensure that each chairperson is fulfilling his or her responsibilities, and that events are planned as scheduled; Movies are ordered, contracts are requested, marketing is aggressive, and events are being properly staffed.
- Delegate tasks to executives and other members of the organization.
- Oversee all executives and ensure that CAB is running effectively as an organization.
- Oversee all programming and event management. Ensure that all programming directors are following event planning processes through weekly meetings. Must ensure that program quality is maintained and programs are executed well.
- Review CAB schedule and publicity. Schedule should include a variety of special events and programs, and events should be evenly dispersed throughout the semester.
- Organize CAB calendar and keep it up to date.

- Manage rentals of CAB equipment and work with VPA to manage deposits from other organizations.
- Work with co-sponsorships with other organizations to ensure that CAB is working appropriately with other groups.
- Other duties as assigned.

### Director of Entertainment

- Handle all events in the area of entertainment including but not limited to: concerts, magicians, comedians, Battle of the Bands, Week of Welcome activities, etc.
- Must schedule committee meetings and report to EDP.

### Director of Arts & Culture

- Handle all events in the area of Arts & Culture including but not limited to: Campus Fest, Diversity programs (Slam poetry, lectures, diversity months/weeks), Arts Unlimited liaison, Art in the Student Center Hallways, Flash Mobs, etc.
- Must schedule committee meetings and report to EDP.

### Director of SAC Events

- Handle all events that happen on a repeating basis in the SAC including but not limited to: movie nights, Den events, tournaments, ect.
- Must schedule committee meetings and report to EDP.

### Director of Bobcat Events

- Handle all traditional GC events including but not limited to: CAB2GO, Midnight Breakfast, Hanging of the Greens, Activities related to athletic events,
- Must schedule committee meetings and report to EDP.

### Director of Public Relations/ Communication

- Proofread all artwork ordered through outside vendors. Always make sure that GC trademarks are used properly.
- Submit a calendar of events to be input on the Campus Life Calendar. Help directors develop a PR plan for all events.
- Keep CAB Facebook and Twitter page up to date.

- Report directly to the Executive Director of Programming

### Director of Membership

- Review weekly minutes and attendance report for committee meetings. If a problem arises contact VPA.
- Keep track of who attends different events through Orgsync.
- Send out messages to CAB members about different events and volunteer opportunities.
- Plan member recruitment and committee placements, member socials, and member training programs.
- Keep CAB's Orgsync page up to date.

### Press Secretary/ SGA Liaison

- Serve as the official liaison to the Student Government Association by attending their weekly Senate Session and letting the body know about upcoming CAB events, important information they may need to know, etc.
- Take minutes at the weekly Board of Directors meeting.