



WARNER PACIFIC COLLEGE

FLOURISH

COLLEGE ACTIVITIES BOARD JOB DESCRIPTIONS 2014-2015

Elected Positions:

CAB Chair [\$2,500 per year (\$1,250 per semester and split into 8 months)]:

1. Oversee the process and completion of events held by CAB.
2. Report to Student Government regarding all programming, needs, and successes of College Activities Board.
3. Attend all CAB and Student Government scheduled meetings.
4. Hold CAB Team accountable to fulfilling the duties listed in their job descriptions.
5. Communicate with the CAB members about meeting and event times; ensuring members are kept up to date on any changes being made.
6. Organize and facilitate the CABBIES program.
7. Set agenda and run all CAB meetings.
8. Keep regularly assigned office hours of 4 hours per week.
9. Other duties as assigned.
10. Meet regularly with CAB Advisor.
11. Be of Junior or Senior class standing.
12. Have and maintain a 2.5 GPA.
13. Attend Walkabout in the fall and other leadership trainings.
14. Take the SS201 class if not already taken.

Intramural Representative [\$2,100 per year (\$1,050 per semester and split into 8 months)]:

1. Serve as a liaison to the Athletics Department.
2. Determine intramural sports for the year for men and women.
3. Arrange times for intramural events and coordinates gymnasium time with Athletic Director.
4. Manage all intramural events and hires staff through work-study for all games.
5. Network and organize outdoor athletic events with surrounding colleges
6. Organize and help with CAB events.
7. Keep regularly assigned office hours of 4 hours per week.
8. Meet regularly with CAB advisor.
9. Other duties as assigned.
10. Have and maintain a 2.5 GPA.
11. Attend Walkabout in the fall and other leadership trainings.
12. Take the SS201 class if not already taken.

Warner Pac Representative [\$2,100 per year (\$1,050 per semester and split into 8 months)]:

1. Build, establish and maintain a vibrant Warner Pac team.
2. Organize and help with CAB events.
3. Keep regularly assigned office hours of 4 hours per week.
4. Meet regularly with CAB advisor.
5. Other duties as assigned.
6. Have and maintain a 2.5 GPA.
7. Attend Walkabout in the fall and other leadership trainings.
8. Take the SS201 class if not already taken

Appointed Positions:

Director of Daily Operations 'DoDo' [\$2,100 per year (\$1,050 per semester and split into 8 months)]:

1. Be responsible for the upkeep of the CAB office.
2. Be responsible for the creation and distribution of all forms and paperwork that CAB adopts to help track budget spending and activity tracking.
3. Be a representative to the Student Senate organized by ASWPC.
4. Serve as main liaison between CAB collaborations with other clubs, multicultural organizations, admissions, campus ministry and partners.
5. Run ticket sales for all banquet and concert events.
6. Serve as a budget manager liaison with the ASWPC Treasurer.
7. Perform duties of the Activities Chairperson in their absence.
8. Organize and help with CAB events.
9. Take and distribute CAB meeting minutes to all members.
10. Keep regularly assigned office hours of 6 hours per week.
11. Meet regularly with CAB advisor.
12. Other duties as assigned.
13. Have and maintain a 2.5 GPA.
14. Attend Walkabout in the fall and other leadership trainings.
15. Take the SS201 class if not already taken.

Marketing & Advertising Coordinator [\$2,100 per year (\$1,050 per semester and split into 8 months)]:

1. Serve as an advertising liaison with the ASWPC Communications Manager.
2. RECOMMENDED: Photoshop experience.
3. Create flyers, banners, brochures for CAB and CAB events that are relevant and attractive.
4. Manage and constantly update CAB Facebook page.
5. Establish and update a CAB master calendar that is readily assessable.
6. Develop new, creative ways to advertise and market CAB events to the larger community.
7. Organize and help with CAB events.
8. Ensuring that CAB events are documented with photos.
9. Keep regularly assigned office hours of 6 hours per week.
10. Meet regularly with CAB advisor.
11. Other duties as assigned.
12. Have and maintain a 2.5 GPA.
13. Attend Walkabout in the fall and other leadership trainings.
14. Take the SS201 class if not already taken.



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