



campus activities team

The Campus Activities Team's primary goal is to provide a wide range of programming in relation to campus activities that will appeal to the entire student body. CAT is a student focused board which strives to establish opportunities for students to make personal, and campus-oriented connections.

Executive Team Position Descriptions

2023-24

Responsibilities, duties, and requirements for All Executive Team

1. Attend all weekly general body meetings
2. Attend all weekly executive team meetings
3. Meet weekly with the CAT advisor
4. Model the Campus Activities Team's value of inclusion in execution of your role
5. Consistently attend CAT programs and support the CAT philosophy and team
6. Be present and engaged at all programs hosted by your committee
7. Maintain program records and a committee calendar
8. Maintain and assist with recruiting committee coordinators and general members
9. Serve as support for other executive team members
10. Assist with additional large-scale programs (ex. CAT Week, the Block Party, Late Night Breakfast, FestiFall, Student Organization Day, WinterFest, etc.)
11. Abide by marketing deadlines set by the VP of Design and Advertising
12. Communicate with the CAT advisor throughout the summer and coordinate program logistics for the fall
13. Develop, implement and execute programming, completing the necessary processes, for your committee with the assistance of your committee coordinators and general members
14. Collaborate with other Campus Activities Team leaders and members to select dates and programs
15. Other responsibilities as designated by your position description (see below) and the Campus Activities Team President and/or advisor
16. Attendance at the following trainings/work days: Friday August 26th all day and upcoming summer dates.

All undergraduate students shall have and maintain a minimum 2.75 GPA. Graduate students shall maintain satisfactory grade standards as specified in the Graduate Bulletin that is not below 2.75 GPA, with a cumulative 2.75 GPA.

Undergraduates must be currently enrolled in 6 credit hours. Graduate students must be currently enrolled in 3 credit hours. Undergraduate students who are enrolled in a professional program in which their curriculum requires them to be less than part-time must be enrolled in at least 3 credits.

You must also be available the entire academic year (fall and winter semesters) to attend programming and meetings.



Additional responsibilities based on each position

President

Compensation: \$3,000 per semester (fall and winter only)

1. Serve as CAT's executive director and act as CAT's spokesperson to maintain open channels of communication with constituents from every aspect of campus life
2. Manage the overall functions of CAT
3. Be responsible for compiling and owning the CAT program calendar
4. Meet weekly with the other executive team members
5. Chair all CAT general body and executive team meetings
6. Facilitate team-building and leadership training with the executive team, leadership team, and general body members with the Recruitment and Retention committee
7. Represent CAT on university wide committees
8. Maintain a relationship with RHA and Student Senate
9. Responsible for creating relationships between student organizations, offices, the community, and University Administration with the Campus Activities Team
10. Responsible for the efficiency and effectiveness of CAT
11. Responsible for aiding all vice presidents in program planning to ensure events are programmed at the highest level possible
12. Ensure the fiscal solvency of the Campus Activities Team by maintaining the CAT budget
13. Maintain processes for committee leadership to submit program requests
14. Carry out any other tasks related to the purpose and goals of the Campus Activities Team
15. Part-time remote employment preferred for the summer months

The position of President requires on average 20 hours per week in accomplishing their prescribed duties. One hour for the weekly general body meeting, one hour for the weekly executive team meeting, four hours for 1:1s, approximately seven hours of evening/weekend responsibilities, and at least seven hours as regularly scheduled office hours.