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

2019-2020

Responsibilities, duties, and requirements for All Executive Team Members

1. Attend all weekly general body meetings
2. Attend all weekly executive team meetings
3. Meet bi-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. Market and promote your programs using multiple media sources (i.e. posters, Facebook, hotcards, etc.)
12. Abide by marketing deadlines
13. Communicate with the CAT advisor throughout the summer and coordinate program logistics for the fall
14. Develop, implement and execute programming, completing the necessary processes, for your committee with the assistance of your committee coordinators and general members
15. Collaborate with other Campus Activities Team leaders and members to select dates and programs
16. Other responsibilities as designated by your position description (see below) and the Campus Activities Team President and/or advisor
17. Attendance at the following trainings/work days: April 9, 5-8 p.m., April 18, 5-8 p.m., May 2, May 31, June 28, and July 26

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.
Vice President of Warrior Traditions
Compensation: $2,250 per semester (fall and winter only)

1. Coordinate the Campus Activities Team’s annual programs, including CAT Weeks, the Block Party, Late Night Breakfast, and Comedy Shows in collaboration with each Coordinator
2. Program an additional traditions-style program in either Fall or Spring
3. Maintain constant communication with the Warrior Traditions Coordinators, as well as general members of the Warrior Tradition’s committee
4. Correspond with the Marketing Committee for program marketing efforts
5. Organize general members to volunteer at Warrior Traditions programs
6. Oversee and mentor the following positions:
   a. Coordinator of CAT Week
   b. Coordinator of Finals Week Programming
   c. Coordinator of Comedy
7. Manage the Warrior Traditions committee budget
8. Communicate with vendors to determine cost of potential services, then forward information on to the Campus Activities Team advisor if desiring vendor’s services

The position of a Vice President requires on average 15 hours per week in accomplishing their prescribed duties. One hour for the weekly general body meeting, one hour for the weekly executive team meeting, one hour for 1:1s, approximately five hours of evening/weekend responsibilities, and at least seven hours as regularly scheduled office hours.
**Vice President of Recruitment and Retention**  
**Compensation: $2,250 per semester (fall and winter only)**

1. Send weekly email to membership to encourage participation in committee and programs  
2. Create and execute a recruitment plan for coordinator positions and general members  
3. Oversee and mentor the following positions:  
   a. Coordinator of Recruitment  
   b. Coordinator of Retention  
4. Maintain constant communication with the Coordinator of Recruitment and Coordinator of Retention, as well as general members of the Recruitment and Retention committee  
5. Recruit a diverse group of students to join the Campus Activities Team with endeavors including but not limited to: open houses, two recruitment events per semester, recruitment tables, advertisements, emails and outreach  
6. Collaborate with the marketing team to promote the Campus Activities Team brand  
7. Maintain a system for current WSU students to become involved in the Campus Activities Team and place interested students on a committee  
8. Plan and execute an end of the year banquet in collaboration with the Coordinator of Retention  
9. Engage Campus Activities Team members in professional development and team building opportunities at general body meetings  
10. Organize general members to volunteer at Recruitment and Retention programs  
11. Plan any additional social activities for Campus Activities Team members  
12. Oversee the compilation of member data and volunteer hours in collaboration with the Coordinator of Retention  
13. Assess the experience of Campus Activities Team members and leaders and analyze this data  
14. Manage the Recruitment and Retention committee budget  

The position of a Vice President requires on average 15 hours per week in accomplishing their prescribed duties. One hour for the weekly general body meeting, one hour for the weekly executive team meeting, one hour for 1:1s, approximately five hours of evening/weekend responsibilities, and at least seven hours as regularly scheduled office hours.
**Vice President of 313MI**

**Compensation: $2,250 per semester (fall and winter only)**

1. Coordinate Thursday night and weekend programming for the Wayne State University student body
2. Coordinate bi-weekly Thursday night programming in the Detroit area in collaboration with the Coordinator of Thursday’s in the D
3. Coordinate bi-weekly weekend programming in the Metro Detroit and greater Michigan area in collaboration with the Coordinator of Weekends in the Mitten
4. Correspond with the Marketing Committee for program marketing efforts
5. Organize general members to volunteer at 313MI programs
6. Coordinate shuttles for off-campus programming
7. Communicate with vendors to determine cost of potential services, then forward information on to the Campus Activities Team advisor if desiring vendor’s services
8. Oversee and mentor the following positions:
   a. Coordinator of Thursday’s in the D
   b. Coordinator of Weekends in the Mitten
9. Maintain constant communication with the 313MI Coordinators of Thursday’s in the D and Weekends in the Mitten, as well as general members of the 313MI committee
10. Assess the experience of program attendees and analyze this data
11. Manage the 313MI committee budget

The position of a Vice President requires on average 15 hours per week in accomplishing their prescribed duties. One hour for the weekly general body meeting, one hour for the weekly executive team meeting, one hour for 1:1s, approximately five hours of evening/weekend responsibilities, and at least seven hours as regularly scheduled office hours.
**Vice President of Warrior E**

**Compensation: $2,250 per semester (fall and winter only)**

1. Coordinate the Campus Activities Team’s weeknight programming, including, but not limited to, trivia nights, arts and craft programming, bingo, and current event panels, in collaboration with each Warrior E Coordinator
2. Ensure that there is at least one Warrior E program a week
3. Maintain constant communication with the Warrior E Coordinators, as well as general members of the Warrior E committee
4. Correspond with the Marketing Committee for program marketing efforts
5. Organize general members to volunteer at Warrior E’s programs
6. Oversee and mentor the following positions:
   a. Coordinator of Trivia and Tournaments
   b. Coordinator of Educational Programming
   c. Coordinator of Arts and Crafts
   d. Coordinator of Cinema
7. Manage the Warrior E committee budget
8. Communicate with vendors to determine cost of potential services, then forward information on to the Campus Activities Team advisor if desiring vendor’s services
9. Assess the experience of program attendees and analyze this data

The position of a Vice President requires on average 15 hours per week in accomplishing their prescribed duties. One hour for the weekly general body meeting, one hour for the weekly executive team meeting, one hour for 1:1s, approximately five hours of evening/weekend responsibilities, and at least seven hours as regularly scheduled office hours.
Vice President of Marketing

Compensation: $2,250 per semester (fall and winter only)

1. Promote the Campus Activities Team as a whole through tabling, give away’s, pop-up events, etc.
2. Ensure that there is at least one marketing program a month
3. Ensure that each Campus Activities Team program appears on social media outlets such as Facebook and Instagram stories
4. Ensure that each Campus Activities Team program is thoroughly marketed on social media, through flyering, and any other marketing outlets
5. Maintain the Campus Activities Team social media outlets – Facebook, Twitter, Instagram, Snapchat, and any other platforms - this includes posting photos and videos of programs at or after the program, as well as engaging with followers
6. Maintain a process for the other committees to request marketing services
7. Maintain constant communication with the Marketing Coordinators of Print Promotions, Digital Media, and Graphics, as well as general members of the Marketing committee
8. Maintain a relationship with the Dean of Students Office marketing coordinator and student staff
9. Correspond with the Marketing Committee for program marketing efforts
10. Organize general members to volunteer at Marketing programs
11. Oversee and mentor the following positions:
   a. Coordinator of Digital Media
   b. Coordinator of Print Promotion
12. Manage the Marketing committee budget
13. Communicate with vendors to determine cost of potential services, then forward information on to the Campus Activities Team advisor if desiring vendor’s services
14. Assess the program attendees perception of the Campus Activities Team’s marketing efforts and analyze this data

The position of a Vice President requires on average 15 hours per week in accomplishing their prescribed duties. One hour for the weekly general body meeting, one hour for the weekly executive team meeting, one hour for 1:1s, approximately five hours of evening/weekend responsibilities, and at least seven hours as regularly scheduled office hours.