

CAGB Position Descriptions

Mission

The organization responsible for social and recreational programming for the Upstate campus.

Terms

Elected at meeting February 20, 2024 in CAB 115

Member February current year – March 31 next year

During February incoming members shadow outgoing members and roles are switched during March

President – Elected, Voting Member only in event of a tie

- Sets CAGB Meeting Agendas with assistance from Advisor
- Runs CAGB Meetings
- Communicates to all CAGB members regarding updates, concerns, and needs
- Appoints CAGB chairs and co-chairs
- Signature authority on reimbursements
- Attends monthly USG Meetings and reports on CAGB or assigns designee
- Attends all Faculty Student Association Meetings
- Attends all CAGB events and meetings
- Promotes CAGB through recruitment and volunteers
- Promotes CAGB events with publicity and social media

Vice President – Elected, Voting Member

- Oversees all promotions for events including, but not limited to: flyers, tables tents, social media, class announcements, and tabling
- Serves in all duties and functions as the President in the president's absence
- Attends all CAGB events and meetings
- Promotes CAGB through recruitment and volunteers
- Promotes CAGB events with publicity and social media

Treasurer – Elected, Voting Member

- Updates CAGB on budget status
- Signature authority on reimbursements & expenditures
- Attends all Faculty Student Association Meetings
- Attends all CAGB events and meetings
- Promotes CAGB through recruitment and volunteers
- Promotes CAGB events with publicity and social media

Secretary – Elected, Voting Member

- Records minutes of CAGB meetings
- Sends out minutes to all attendees within 24 hours of meeting
- Attends all CAGB events and meetings
- Promotes CAGB through recruitment and volunteers
- Promotes CAGB events with publicity and social media

Spotlight Chair – Appointed, Voting Member

- Work with advisor to book spotlight acts each semester
- Main point of contact for spotlight artists day of show
- Responsible for working with the advisor to choose the food and beverage for events
- Runs spotlight set-up and clean-up
- Responsible for advertising and promoting spotlight events
- Organizes volunteers as needed
- Attends all CAGB events and meetings
- Promotes CAGB through recruitment and volunteers
- Promotes CAGB events with publicity and social media

Special Events Chair – Appointed, Voting Member

- Work with advisor to plan events, including but not limited to, Welcome Fest & Arctic Blast
- Runs set-up and clean-up for special events
- Responsible for working with the advisor to choose the food and beverage for events
- Organizes volunteers and work shifts for special events as needed
- Responsible for advertising and promoting special events
- Attends all CAGB events and meetings
- Promotes CAGB through recruitment and volunteers
- Promotes CAGB events with publicity and social media

Intramural Sports Chair – Appointed, Voting Member

- Work with advisor to plan and set-up Intramural leagues each semester
- Utilize administrative rights in IMLeagues (intramural software) to assist in league administration
- Reports any needs to advisor regarding Recreation Center & IM Equipment
- Meets with all team captains before each league season begin
- Meets with team captains as needed during season to resolve issues or disputes
- Works with advisor to provide design feedback for IM Champion t-shirt as needed
- Attends all CAGB events and meetings
- Promotes CAGB through recruitment and volunteers
- Promotes CAGB events with publicity and social media

College Representative – Appointed, Non-Voting Member

- Attend CAGB Meeting
- Promote CAGB through specific college
- Provide feedback and opinions on CAGB activities
- Be a contact within specific college to pass along feedback for CAGB

Election Procedures

Names are presented to the CAGB Board at the election meeting

A short statement about the person and why they want to be part of CAGB may be spoken

The current CAGB board members vote on the executive board including: President, Vice President, Secretary, & Treasurer

Elections are rolling. If someone runs for one position and does not get it, they are able to run for additional positions

Names of the CAGB Chair Nominees are passed along to the newly elected president and advisor at that time – Spotlight, Special Events, and Intramural

Within 2 weeks, after discussion with the advisor, the newly elected president shall appoint chairs. If needed or chosen, co-chair positions may be left open until the beginning of fall semester to recruit new students or left unfilled.

The president is recommended to discuss candidates with newly elected E-board, advisor, Campus Activities staff to aide in making the decision. The president will appoint the position after consultation with the CAGB Advisor.