What is the Campus Activity Board?

The Student Experience Office (SEO) provides students with transition support and engaging programming opportunities that complement the academic experience and foster a sense of belonging and community. The Campus Activity Board (CAB) operates and is advised under the Student Experience Office, and the organization is led by students who facilitate the ideation, planning, promotion, execution, and evaluation of a diverse range of on campus events and activities.

The Executive Leadership Team and Council Members are responsible for guiding the overall functions of the Campus Activity Board.

The Campus Activity Board is led by the Executive Director with guidance from the New Student Programs and Activities Coordinator. The Executive Council is comprised of three Directors: Arts and Film, Raven’s Classic Programs, and Volunteer Engagement.

Eligibility Requirements

To be eligible for the Executive Council, students must be

- Enrolled as a student at Carleton for the upcoming 2020-2021 academic year;
- In good academic standing as defined in the Carleton University undergraduate calendar;
- Knowledge of the University, its administrative processes, and the various services that are offered to students;
- Excellent communication, interpersonal and group process skills;
- Ability to work independently and take initiative;
- Strong problem solvers and have the ability to work well under pressure;
- Sensitive to the needs of all new Carleton University students and their families;
- Professional, and have a strong understanding of customer service and public relations;
- Able to act as an ambassador for Carleton University, promoting positive values and leaving a positive impression with all participants;
- Demonstrating a desire to contribute positively to the student experience at Carleton University through past volunteer experience and campus involvement; and
• Have experience with or interest in event planning, communications, and volunteer engagement.

**Core Responsibilities**

• Coordinating all responsibilities within their portfolio;
• Explores feasibility of potential new activities;
• Researches information relevant to specific events;
• Work with student groups and campus partners on a regular basis to carry out activities for the student-community;
• Develops event timelines, budget plans;
• Coordinate necessary event elements including technical support, venue booking, catering, tables, chairs, etc.; and
• Other duties as necessary.

**Portfolio Responsibilities**

**Executive Director**

• Responsible for all programming carried out by the Executive and Support Councils;
• Ensures that all executive members have the resources they need to carry out their duties;
• Develops event timelines and critical paths;
• Chair bi-weekly Executive Council meetings;
• Chair monthly one on one meetings with Directors
• Represent CAB at meetings where a representative of CAB is required or requested;
• Serve as a resource for students and campus clubs looking for event planning assistance and support; and
• Submit all risk management forms monthly for all CAB events;
• Approve in coordination with the New Student Programs and Activities Coordinator all monthly events as per the handbook timelines;
• Other duties as necessary.

**Director, Volunteer Engagement**

• Oversees the Campus Activity Board volunteer database;
• Liaises with Campus Activity Board Directors to identify volunteer opportunities;
• Communicates upcoming volunteer opportunities to Campus Activity Board volunteers on a weekly basis;
• Coordinates volunteer staffing and scheduling at events;
• Acts as Validator on the Co-Curricular Record for Campus Activity Board volunteer roles;
• Other duties as assigned.
Director, Arts & Wellness Programs

- Attends bi-weekly executive council meetings;
- Oversees monthly set programming within their area, including but not limited to
  - Events related to the arts including paint, clay, music;
  - Events in partnership with the Carleton University Art Gallery;
  - Events related to wellness and healthy living;
- Implements at least 2 and up to 4 unique events per semester;
- Follows event production timelines and submits event proposals, event advances and event evaluations in a timely manner.

Director, Ravens’ Traditions & Classic Programs

- Attends bi-weekly executive council meetings;
- Oversees monthly set programming within their area, including but not limited to
  - Bi-weekly CU Cinema movie program;
  - Monthly Epic Bingo program;
  - Monthly Video Game days in partnership with CUSA;
- Follows event production timelines and submits event proposals, event advances and event evaluations in a timely manner.

Director, International Student Programs and Partnerships

- Attends bi-weekly executive council meetings;
- Oversees monthly set programming within their area, including but not limited to
  - Events run in partnership with the International Student Services Office
  - Events in partnership with CUSA, VP Student Life
  - Events in collaboration with other Carleton affiliated groups for international student programming
- Implements at least 2 and up to 4 unique events per semester;
- Follows event production timelines and submits event proposals, event advances and event evaluations in a timely manner.

Training

Training will be provided to all successful Campus Activity Board Executive Council members through an online training session in the Summer of 2020. Training is mandatory for all council members. All Council members are also expected to attend and support the SOAR Student leadership Conference in January, and other training sessions may be required throughout the academic year.
Benefits of getting involved in Campus Activity Board

- A sense of involvement and making a difference in a community;
- References from supervisors and networking contacts;
- Team membership and increased appreciation of others;
- Further development of skills, such as time management, teamwork, organization, communication, public speaking, leadership, making decisions, etc.;
- Increased awareness of university resources and services;
- Development of interpersonal, social, academic and professional skills;
- Development of self-esteem, self-understanding, and personal growth; and
- Improved attitude, level of motivation, and academic achievement.

Applications are submitted online at [www.carleton.ca/seo/cab](http://www.carleton.ca/seo/cab)

You will need an updated Resume, Cover letter, and your Co-Curricular Record (if available) and one reference who can speak to your skills.

**Applications are due Wednesday, March 18 at 4:00pm**

If you have any questions about the Campus Activity Board recruitment process, please e-mail [cab@carleton.ca](mailto:cab@carleton.ca)