

## Campus Activity Board Student Executive Council 2022-2023 Position Descriptions & Application

**Department:** Student Experience Office, Campus Activity Board

**Term of Position:** August 15, 2022 to April 30, 2023 (a few hours required in July)

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### 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 Campus Activity Board Council is responsible for guiding the overall functions of the Campus Activity Board.

The Campus Activity Board Council is led by the Student Executive Director with guidance from the Student Engagement and Orientation Coordinator. The Council is comprised of four volunteer student directors: Volunteer Engagement, Arts and Wellness Programs, Ravens' Traditions and Classic Programs, and Global Community.

### Eligibility Requirements

To be eligible for the Campus Activity Board Executive Council, students must be

- Enrolled as a student at Carleton for the upcoming 2022-2023 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, and identifies pricing;
- Coordinate necessary event elements including technical support, volunteer responsibilities, etc.;
- Other duties as necessary.

### **Portfolio Responsibilities**

#### **Student Executive Director**

- Responsible for all programming carried out by the Council;
- Ensures that all executive members have the resources they need to execute their duties;
- Develops event timelines and critical paths;
- Chair bi-weekly Executive Council meetings;
- Facilitate 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;
- Submit all risk management forms monthly for all CAB events;
- Approve in coordination with the Student Engagement and Orientation Coordinator all monthly events as per the handbook timelines;
- Act as a Co-Chair on the CUx Programming Committee;
- Other duties as necessary.
- This is a paid position at \$16.50/hour for 5-7 hours per week.

#### **Student 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 consistent basis through a newsletter;
- 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.

## **Student 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.

## **Student Director, Ravens' Traditions & Classic Programs**

- Attends bi-weekly executive council meetings;
- Oversees monthly set programming within their area, including but not limited to
  - Monthly Epic Bingo program;
  - Monthly Trivia / game programs;
- 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.

## **Student Director, Global Community**

- 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 2022. Training is mandatory for all positions. 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.

**Application period opens March 21<sup>st</sup>.** 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).

**Applications are due Thursday, March 31 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)