

## **Appendix J**

### **Responsibilities/Duties of Campus Activity Board Members**

CAB members shall assist in promoting and facilitating campus wide Student Life events. This includes, but is not limited to:

- A. Brainstorming and researching ideas for Student Life events.
- B. Assisting with non-CAB initiated Student Life activities, including, but not limited to, musical and theatrical productions, intramural sports, varsity athletic events, and RCTC/WSU-RC club activities.
- C. Facilitating all-college club council meetings, including preparing agendas, presiding at the meetings, and distributing the meeting's minutes to the CAB, Student Senate, and Student Life staff.
- D. Assisting in purchasing supplies.
- E. Assisting in general office duties, i.e., phone, mail, copying, updating web pages.
- F. Assisting in creating and/or posting advertisements for Student Life events.
- G. Assisting with ticket sales for theatre and music productions.
- H. Assisting the Intramural Director as needed with all aspects of the intramural sports program.
- I. Completing a post-activity evaluation sheet for each activity/task completed.
- J. Polling students at each event to see how the event went over.
- K. Assisting Student Life staff with other duties within the Student Life department.