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.