



STUDENT LABOR POSITION DESCRIPTION

Most Recently Updated 6/4/03

Position Title: Campus Activities Board Chairperson

Must Work 15 hrs/wk.

1 Grade Level: Unclassified

2a Description: The following are the essential duties for a Chairperson on the Campus Activities Board:

- a. Implements and oversees programs of the Board
- b. Convenes and oversees meetings of the Board
- c. Serves as direct link between CAB and the following: SGA, the College Administration
the Faculty
- d. Cooperates with the Controller and the Secretary, and is responsible for the work of all other staff
- e. Promotes the harmonious function of the Board
- f. Circulates meeting agenda and minutes to all voting and non-voting members of the Board
- g. Prepares annual programming report for publication. This report should be prepared following the Spring Conference and submitted in time for publication in the next issue of the Pinnacle
- h. Appoints all chairs except Finance Committee and serves ex-officio on all committees
- i. Provides for a balanced budget
- j. The Chairperson votes when:
 - a. There is a tie vote in regular meetings.
 - b. Membership elections are held.
 - c. Chair elections are held (only if the Chair is not running for reelection).
 - d. Changes are made in the Constitution or By-laws.
- k. Responsible for social activities training programs with the Director of Campus Life (i.e. Social Chair's workshop, Resident Assistant training, Leadership Summit).
- l. Performs other job-related duties as assigned

2b Description: the following are *possible additional* duties for this position:

- a. Assist with the execution of activities sponsored by the Board
- b. Communicate with the Student Information Coordinator to be sure that CAB sponsored events are calendared and publicized
- c. See that the workplace and environs are clean

3 Learning Opportunities:

- a. Board meetings/training
- b. Interaction with the diverse groups on campus

4 Basic Qualifications

- a. General: Leadership skills
- b. Skill: Organizational, Interpersonal
- c. Students filling unclassified positions must have satisfactory records in academic, labor and social areas and not be on probation

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5 Desirable Qualifications:

- a. Initiative
- b. Attention to detail
- c. Willingness to network across campus

6 Narrative Summary:

The description is taken from the Campus Activities Board constitution. The Chairperson is the chief administrative officer of the Board. Candidates for Chairperson will have reached Sophomore status and demonstrated a willingness to represent the varied factions of the Berea College community.

