



Secretary

Campus Activities Board is an appointed student organization tasked with creating quality events and experiences that inspire all students to become involved in the campus community, to feel a sense of belonging, and to grow and develop as individuals at Grand Rapids Community College. CAB consists of five leadership positions including the President, Vice President, Treasurer, Communications Director, and Secretary.

+ Job Title and Overview

The Secretary is responsible for maintaining accurate records of all organization meetings, history and inventory, and is also the primary person responsible for gathering and preparing materials for event day. This position is essential as they are the key to keeping CAB organized and running efficiently. The Secretary is also responsible for recruiting, organizing, and supporting any student and staff volunteers that are needed for larger scale CAB events.

This role is housed within the Office of Student Life and Conduct and reports to the Student Conduct Coordinator/CAB Advisor.

+ Essential Job Functions

- Record the meeting minutes, including attendance, at each CAB meeting and email them to the team no later than two business days after the meeting
- Gather up all necessary tools and materials in a green wagon for every event including (but not limited to):
 - Tablecloth, laptop, laptop charger, and card reader
 - Business cards, giveaways, table signs, and standing banner
 - Small whiteboard, event calendar, and prize receipts (if needed)
 - Event specific materials

- Track attendance at each event via Raider Connect using the laptop and card reader
- Provide the attendance numbers to the Treasurer no later than two business days after the event
- Scan the prize receipts after events into the Google Drive and keep the originals in the blue binder
- Manages the CAB Raider Connect page including:
 - Roster page (tracking all registered members of CAB on Raider Connect)
- Recruit volunteers as needed for CAB events and track volunteer sign-ups
- Manages the Mongoose Group for volunteers; collaborates with the Communications Director on sending texts to volunteers as needed
- Oversee the office's inventory list, including reviewing/updating the inventory list on a monthly basis
- Oversee the office's organization and tidy up CAB's office space on a monthly basis

+ General Job Functions

- Maintain required work hours (see below)
- Perform all designated position duties and responsibilities
- Attend trainings as established by the advisor
- Communicate regularly with and attend 1-1 meetings with the advisor as scheduled
- Attend all organization events unless receiving prior approval from advisor or the event conflicts with class
- Attend all CAB and GRCC programs as designated by the advisor
- Consider and share new event ideas and ways to continuously improve CAB
- Establish and maintain positive relationships with the GRCC community and represent CAB well to others
- Consider how CAB can collaborate with other departments and organizations to more positively impact the GRCC community
- Read, understand and uphold the CAB Constitution and the Student Organization Manual
- Adhere to other duties as assigned

+ Academic and Conduct Requirements

- Be enrolled in at least six (6) credits during the Fall/Winter semesters
- Be in good academic and conduct standing (not be on any type of probation)
- Does not hold another student leader/executive board position in any other student organization, whether it is a paid or unpaid position

+ Compensation and Benefits

- Compensation is received in the form of a monthly stipend check and is supported by the student activities budget. This position receives \$5,500 total which is split up into monthly payments throughout the year. Compensation may be prorated depending on when the candidate begins their role.
 - Summer 2024 (June - August) Monthly Pay: \$333
 - Fall 2024 (September - December) Monthly Pay: \$562.50
 - Winter 2025 (January - April) Monthly Pay: \$562.50

+ Working Conditions

Working Conditions	Details
Hours of work	<p>This position is a part-time position, with a minimum of one-year and maximum of two-year term limit. Typical hours for work are between the hours of 8:00 am - 5:00 pm. Different hours may be accommodated upon discussion with the advisor.</p> <p>On average, this position is 7 - 10 hours per week which includes the following:</p> <ul style="list-style-type: none"> • 5 - 8 office hours (including advisor 1-1s) • 1 meeting hour <p>Since this organization centers on event planning, some weeks will require more hours than others depending on the event schedule. During Welcome Week, Homecoming</p>

	Week, and Finals Relaxer Week of each semester expect to work around 20 hours each.
Overtime expectations	Overtime is not expected and is not accommodated.
Work environment	This position has access to the Student Leadership Office on the 1st floor of the student center that is provided for student leaders to conduct their work as needed.
Travel requirements	Travel between the Downtown and Lakeshore campus is required. Reimbursement for such travel may be reimbursed. Some domestic travel is optional for the annual National Association for Campus Activities conference typically held in the Winter semester.
On-call responsibilities	Being on-call is not required outside of office hours and event days.
Special conditions or requirements	A background check is required for this position.

+ Workplace Policies and Agreements

- Adhere to all GRCC rules, regulations, policies, and procedures
- Annual training on Student Life processes is required.
- The Discipline Policy will be shared at training.

+ Evaluation and Review

- A mid-semester and end-of-semester evaluation with the advisor is required.

- The advisor will assist in providing any professional development support for the student leader as desired and/or needed.