Black Student Cultural Programming Board
Executive Board Position Descriptions

Each Executive Board member will be required to hold 2 office hours per week Monday through Friday, in addition to the weekly executive and general body meetings which are held on Mondays and Wednesdays at 6:00 p.m.

PRESIDENT: The President has the following responsibilities:
- The primary responsibility of the President is to oversee the entire functioning of the organization.
- Attend community meetings on behalf of the organization
- Assist in the planning of all BSCPB sponsored events
- Decide, along with the other officers and members, the programmatic direction of BSCPB
- Have an understanding of all the policies, procedures, rules and regulations that impact and govern BSCPB
- Conduct all the Executive Board & General Body Meetings
- Attend the Council of Student Leaders meetings
- OTHER DUTIES AS ASSIGNED

VICE PRESIDENT: The Vice President has the following responsibilities:
- Serve as the primary contact for questions from committees about programming functions
- Collaborate with the President to develop policies and procedures
- Establish contacts with other programming organizations such as ISU and UPC
- Substitute for the President whenever necessary at meetings, campus events, etc.
- Work with members involved in BSCPB committees
- Coordinate programming activities of all committee chairs
- Oversee membership recruitment and retention efforts
- OTHER DUTIES AS ASSIGNED

TREASURER: The Treasurer has the following responsibilities:
- Attend all SAC meetings as a representative of BSCPB every FRIDAY from 12:00pm – 2:00 pm
- Serve on FAC board and attend all mandatory meetings
- Maintain the solvency status of the organization
- Ensure responsible use of purchasing card (P-Card), record all transactions, and pay monthly bill(s)
- Process all requests for disbursements from the account
- Oversee all allocation and deposits related to BSCPB's financial business
- Maintain all financial books and financial statements for all programs
- Work in conjunction with the Advisor in establishing budgetary constraints for all programs and office expenditures
- Make all necessary budget projections and ensure that disbursements adhere to SAC guidelines
- Maintain a written record of monies collected for the Blackburn Spencer Scholarship
- OTHER DUTIES AS ASSIGNED
COMMUNICATION DIRECTOR: The Communication Director has the following responsibilities:

- Maintain all office files, both past and present
- Take attendance at General Body meetings and maintain an updated membership roster available to BSCPB members. It will include addresses, phone numbers and e-mail addresses.
- Distribute all necessary business correspondence
- Take minutes and provide copies to Webmaster for posting on website within two (2) business days. Email copies to Executive Board members and Advisors prior to all meetings.
- Maintain organizational archives, including media clippings, and event reports
- Submit information to the Campus Involvement Center to be distributed to other organizations
- Take on special projects when deemed appropriate and necessary

OTHER DUTIES AS ASSIGNED

PUBLIC RELATIONS: The Public Relations positions have the following responsibilities:

- Work with the Advisor on the BSCPB branding image
- Coordinate all publicity, public relations, and information dissemination efforts
- Create and update brochures
- Assist Webmaster with maintenance of the BSCPB Website
- Create visual promotions for BSCPB, including design and layout of posters, fliers, newspaper ads, signs, handbills, t-shirts
- Disseminate publicity materials to the appropriate university offices (Alumni Relations, Frontline, Student Organizations Newsletter, Communications and Marketing)
- Chair the Public Relations Committee
- Knowledge of graphic design and visual communication, as well as experience with Adobe Photoshop and other publishing software
- Familiarity with an Apple computer and software is encouraged
- Print and distribute advertisement for BSCPB
- Buy Post ads and secure other forms of promotion (i.e. Catvision, Facebook, Baker Digital Display, etc.)
- Assemble and oversee a street team committee to help with publicity and distribution of promotional materials
- Communicate directly with newspaper ad reps, printing companies, etc.
- Assist Public Relations Director as needed

OTHER DUTIES AS ASSIGNED

BOOKING AGENT: The Booking Agent positions have the following responsibilities:

- Make and keep record of all hotel and university vehicle reservations for speakers and performers
- Provide budget analysis before each program
- Review all contracts with Advisor
- Maintain open communication with Administrative Staff and Executive Board regarding artists
- Coordinate all performances by nationally known recording artist or comedians, speakers and maintain an on-going relationship with agents and regional promoters.
- Chair the Sibs Weekend Concert and Unity Fest

OTHER DUTIES AS ASSIGNED
SPECIAL EVENTS: The Special Events positions have the following responsibilities:
- Plan the Blackburn Spencer Scholarship Pageant to raise money for the Blackburn Spencer scholarship
- Plan and coordinate various novelty acts, variety shows, pageants, etc. during the academic year
- Coordinate Sibs Weekend variety show
- Coordinate Unity Fest events and activities
- Coordinate Mom’s Fest during Mom’s Weekend
- Chair the Special Events Committee
- OTHER DUTIES AS ASSIGNED

CULTURAL ARTS: The Cultural Arts positions have the following responsibilities:
- Coordinate events for Kwanzaa and Black History Month
- Coordinate “K is for Kwanzaa”
- Communicate programming ideas to Vice-President
- Plan cultural events such as plays, speakers and other activities
- Attend all programming events
- Prepare SAC presentation for the next year’s funding
- Co-present SAC presentation with the transitioning President
- Chair the Cultural Arts Committee to develop and generate ideas for programming for the following year
- OTHER DUTIES AS ASSIGNED