

**Campus Activities Board (CAB):
Personal Responsibility:
Student Director**

1. Shares responsibilities with GA.
 - a. Assist GA in planning Meijer Mania, Homecoming Street Fair and Lil Sibs Weekend
 - b. Decorate/organize CAB office and IM/GA office.
2. Assist in planning and training the new CAB/IM Staff
 - a. Plan Fall Retreat
 - b. Assist in Fall Training
 - c. Plan Winter Retreat
3. Attend weekly meetings with Coordinator and GA
 - a. Have an open dialogue with the Coordinator in how to create better activities, keep the flow of the office strong, and create a space where cabbies can best work.
 - b. Help plan weekly CAB staff meetings
4. Attend bi-weekly one on one with Coordinator for Student Engagement
5. Help lead the CAB Staff
 - a. "Shift System" on events (split between Coordinator and GA)
 - b. Check in with POD's 2 weeks before their event
 - c. Maintain a high level of accountability within the CAB office (office hours) and make sure CABBIES are utilizing their office hours effectively.
 - d. Be aware of each personal responsibility and be a source of encouragement and information.
 - e. Help monitor the team is staying in line with the budget
6. Assessment and Evaluation
 - a. Oversee event evaluation
 - i. Develop a way to evaluate events to include student opinions and assessments
7. Coordinate and help plan CAB Staff development opportunities

Design and Manage all t-shirts and other office merchandise orders

1. Design staff shirts and have delivered by the end of August
2. Design Scooter shirts and have them ready to pass out by the first week of school.
3. Create t-shirts for select events.