

Board Member Role Expectations

Public Relations

- Newspaper
- Spreading word with other affiliations
- Design and distribute flyers
 - Inform when and where general meetings are:
 - Around campus
 - In restaurants
 - In dorms/apartments
 - CMU and St. Paul Student Center
- Marketing
- Recruiting
- Contacting different offices
- Attend other affiliate events

Webmaster

- Update website:
 - Calendar
 - Pictures
 - Features
- Post up information on:
 - Electronic Flyers
 - Announcement board

ASU Representative

- Update CSAM at meetings
- Take notes at ASU meetings
- Spread word about CSAM events
- ASU rep and public relations work together
- ASU-CSAM partnership updates

Event Coordinator

- Come up with activities for general meetings
- Coordinate a social event each month
- Coordinate with:
 - treasurer to accommodate spending budgets
 - public relations for marketing
- In charge of New Year committee

Secretary

- Take down meeting minutes and send them out
- Schedule meetings
- Take attendance
- Check email account and respond to them

Treasurer

- Maintain and record of budget transactions
- Head grants
- Keeps board updated on transactions
- Work with event coordinator on fundraising

CSAM Advisor

- Be encouraging to CSAM members
- Give advices
- Available for consultations
- Helps board make decisions

Vice President

- Assist president
- Grants
- Keep order of group
- Maintain/enforce CSAM policies
- Keep track of progress of event/project planning
- Represent CSAM
- Make sure meetings move along efficiently

President

- Conflict mediator
- Help out board members
- Grants
- Make executive decisions
- Represent CSAM
- Make agendas for meetings
- Hold board members accountable for roles