

Carolina **Productions**

University of South Carolina Student Life

General Duties and Responsibilities for all of the Executive Board

1. Attend all executive retreats, trainings, and meetings
2. Participate and support peers through assistance in planning, executing, volunteering and attending Carolina Productions events
3. Maintain a minimum of seven office hours per week, at least six of which shall be during regular business hours. Weekly committee and executive board meetings do not count towards the seven required office hours
4. Manage office hours using SubItUp to properly clock in and out
5. Provide outstanding customer service to all students and staff that visit the Carolina Productions office and interact professionally via phone or email with external constituents
6. Establish personal leadership development and programmatic goals
7. Meet weekly with advisor to discuss the progress towards leadership goals
8. Become certified to drive Russell House seven-passenger van. An official copy of a current 10-year driving record from home state will be needed at the start of each semester
9. Attend the Russell House Student Leaders Training, held at the beginning of each semester
10. Transition successor upon completion of selection process
11. Abide by all expectations outlined by members and advisors at the Executive Board retreat

Specific Duties and Responsibilities for the President

1. Lead weekly Executive Board and Management Team meetings
2. Check in with Vice-Presidents
3. Serve as official spokesperson and visionary for the organization
4. Provide general direction for organization funding
5. Collaborate with VP of Internal Affairs to organize socials, retreats, and banquets
6. Supervise policy changes, when necessary
7. Manage conflict within organization and make final decisions in conflicted discussions
8. Ensure that all policies and regulations are maintained throughout organization
9. Collaborate with Vice-President of Internal Affairs to produce budget plan
10. Serve as member of Russell House University Union Advisor Board with the option of serving as chair of the board
11. Seek out and delegate all novel opportunities for the organization
12. Maintain documents and descriptions on the website (contact with Aubrey Jenkins)
13. Maintain good relations with other leaders of organizations and especially with department staff on campus
14. Maintain the sacp email account & delegate any emails that need be