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

General Duties and Responsibilities for all Vice Presidents
1. Work with President and Vice-Presidents to plan organizational retreats and socials
2. Meet weekly with President, Vice-Presidents, and Advisors to discuss organization initiatives, Carolina Productions Standards
3. Maintain Carolina Productions standards in respective area
4. Implement any new initiatives into respective area
5. Develop department goals in collaboration with President, Advisors, and fellow Vice-Presidents
6. Monitor department activities relative to goal accomplishment.
7. Hold bi-weekly meetings with coordinators.

Specific Duties and Responsibilities for the Vice-President of Media Relations
1. Serve as liaison to Student Media through coordination of: media interviews, press-photography or video, and advertising space.
2. Craft press releases for all events.
3. Maintain relationships with Student Media built on mutual respect.
4. Monitor Carolina Productions coverage, with President, in all campus media outlets to ensure positive brand image.
5. Help Marketing Coordinator with social media if need be.
6. Ensure posters are done in timely manner and ordered correctly- work with coordinator and graphic designer.
7. Plan and execute semesterly info sessions for interested students.