

# 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 Garnet Gate 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 Diversity and Outreach**

1. Shall serve as the liaison to Student Media and all student organizations by coordinating all present photography coverage, media articles, interviews, and potential co-sponsorship opportunities.
2. Shall maintain the Carolina Productions website and Garnet Gate page, making sure information is accurate, uniform, and up-to-date.
3. Shall work with the Marketing coordinator in the organization and running of all open forum events, interest meetings, the Student Organization Fair and any other membership recruitment activities.
4. Responsible for streamlining Carolina Productions branding and work with Marketing coordinator on any branding or marketing campaigns done to promote organization.
5. Responsible for finding sponsorship opportunities and additional funding in the University and Columbia community.

6. Working with the Graduate Assistant to conduct market research in the form of surveys, focus groups, and social media outreach to better assess the Carolina atmosphere and its programming needs.
7. Assist Coordinators with the distribution of posters in a timely manner.
8. Shall be responsible for overseeing and delegating any event under the following:
  - i. Any event that is being coordinated by several University-wide organizations such as Dance Marathon, Homecoming, and Relay for Life.
  - ii. Any event that is designed to support a University-wide program or initiative such as Welcome Week activities.
  - iii. Any event that involves co-sponsorship with another student organization that happens on yearly basis.
9. Shall appraise all committee proposals to ensure a diverse calendar of events is created.
10. Shall regularly look for opportunities to grow diversity education within the Executive Board by such means as workshops, presentations, and informational videos.
11. Shall monitor relationships with co-sponsors to ensure events run fairly and smoothly.
12. Shall maintain positive relationships with the Office of Multicultural Student Affairs and other University departments/organizations focusing on diversity.
13. Serve as a member of the Management Team and fulfill any duties that arise out of that position.