

## **General Members**

CPB General Members can join the club on a continuing basis by completing a general member interest form on CPB's website. If the student meets the requirements, the student will be contacted by a CPB representative to invite them to be a member. Before attending their first meeting, each student is required to attend a 30 minute CPB 101 session with the advisor and Co-President.

### **EXPECTATIONS & RESPONSIBILITIES**

- Maintain at least a 2.0 GPA and be in good standing with the University
- Attend fall retreat
- Attend and participate at one full body meeting per month
- Volunteer at least 2 CPB events each semester
- Volunteer for at least 1 half tabling shift (30 minutes) a semester
- Participate and contribute in the CPB Full Body GroupMe and be familiar with the CPB Google Drive

General members are not on committees but if interested they should contact a co-president or the advisor. If present at a full body meeting, members are encouraged to vote on decisions for the club.

## **Committee Members**

CPB Committee Members can join the club each fall starting August 1 by completing an online application on CPB's website. If the student meets the requirements, the student will be contacted by a CPB representative to set up an in person interview. If the student is selected into the club, the student is required to attend a 30 minute CPB 101 session with the advisor and Co-President.

### **EXPECTATIONS**

- Maintain at least a 2.0 GPA and be in good standing with the University
- Attend fall retreat
- Attend, participate, and vote on decisions at weekly full body meetings
- Report to a committee director (logistics, entertainment, marketing)
- Attend and participate at committee meetings if schedule outside of full body time
- Responsible for sending an excuse to the VP of Communications at least 12 hours prior to full body if unable to attend
- If unable to attend an event, responsible for sending an excuse to the VP of Communications at least 1 day prior
- Members are expected to attend or volunteer at events
- Participate and contribute in the CPB Full Body GroupMe and be familiar with the CPB Google Drive

### **MARKETING COMMITTEE RESPONSIBILITIES**

- Create and support marketing and advertising for all CPB events
- Collaborate with the Entertainment Committee to gather information needed for posters, social media, and other marketing materials including event details and approved graphics of performers/artists, theme, etc.
- Ensure CPB logo and brand is consistent in posting and designs for social media and all print materials
- Create and coordinate tabling display at Student Involvement Fairs
- Research and suggest promotional items for events (shirts/apparel, banners/posters, giveaways, etc.)
- Coordinate opportunities to implement contests, giveaways, and other promotional opportunities to increase attendance and interaction before and at events

## **LOGISTICS COMMITTEE RESPONSIBILITIES**

- Responsible for coordinating and supporting technical needs for events
- Support the organization to help set up/tear down for events
- Submit Ad Astra room reservation requests for all events
- Educate and conduct training on tech-related items (sound system, lighting, etc.) to ensure proper use of equipment
- Build relationship with key logistics/campus partners including catering, scheduling, housekeeping, buildings and grounds, and the media center
- Oversees the CPB green room; maintain cleanliness, update annual inventory and support the equipment rental process for campus groups

## **ENTERTAINMENT COMMITTEE RESPONSIBILITIES**

- Research activities and performers to potentially bring to campus; stay attentive to student voice, interest, diverse, inclusive events
- Plan and coordinate annual and special events hosted by CPB (Day on the JAY, A Cappelloza, Bishop Bash, Rock the Block)
- Create educational, recreational, cultural, and social events for campus community
- Contact performers such as musicians, comedians, magicians to inquire about availability and cost. Please note: STUDENTS ARE NOT PERMITTED TO MAKE OFFERS, ENTER INTO CONTRACTS, OR SIGN A CONTRACT ON BEHALF OF THE UNIVERSITY.
- Create schedules to outline all activities and timeline for day of event success
- Collaborate with the Logistics Director to inform them of needs for events