

Community Service Inter-Club Council

Appointed Positions

Purpose and Descriptions



Elected officers of the Executive Board will select qualified applicants to fill appointed positions. Appointed positions are intended to create greater leadership opportunities within the ICC, and enhance the capability of the ICC to support and promote its member organizations.

Requirements:

Applicants must be available to attend executive board and general meetings Tuesdays from 11:30 a.m. to 12:30 p.m.

Appointed positions are part of the Executive Board;

- Executive board members are expected to attend all CSICC hosted events including (but not limited to) Fall & Spring Fair, Retreat(s), and CSICC Unification Day.
- Executive board members will provide a brief report on the progress of their work at each council meeting.
- The Executive Board is a 1 year commitment (2014-2015 Term will end June 30, 2015). Although the workload is considerably less during breaks, Executive Board members are still responsible for completing the duties required of them by the ICC and the member organizations.
- The Executive Board is a *team*. All Executive Board members are expected to collaborate and assist each other whenever possible.

Marketing Coordinator *(Responsible for the following):*

- Creation, procurement, and distribution of all ICC promotional items and gear.
- Collaborating with Programs Coordinator to create and design cohesive flyers, hand bills, and other marketing techniques to promote ICC events.
- Promoting activities and events of service organizations, the ICC, and ASI via social media platforms.

Programs Coordinator *(Responsible for the following):*

- Planning, logistics, and development of ICC hosted events.
- Correspondence, reservations, and purchasing for events when working with vendors, outside organizations, and university facilities.
- Recruitment of service club participation in ICC hosted events.
 - CSICC Unification Event
 - CSICC Retreat(s)
 - Fall and Spring Fairs
 - CSICC Banquet

Interested students may contact the Chair, Vanessa Hugon, to set up a meeting time. The ICC intends to fill these positions as soon as possible, so preference will be given to early applicants.