Officer Responsibilities (subject to change annually)

*Board Members for the 2021-2022 academic year will be provided a $1200 stipend

All Officers:
- Organize, prepare for, and participate in regular meetings with advisors
- Attend and participate in induction ceremonies
- Be present at events/tabling/orientations whenever possible
- Mentor incoming transfer students
- Arrange event reservations
- Facilitate transition to incoming officers

President:
- Delegate tasks to other officers
- Relay the mission of the society with officers and members through actions and events and foster a welcoming and positive community for all students
- Run CTHS Campus Connect Page
- Plan officer training/retreat with an advisor
- Communicate with outside recruiters/associates
- Check-in with advisors bi-weekly
- Check-in with other officers as often as possible
- Coordinate staffing for CTHS events (Getting Involved Fair, Study Groups, Tabling, Events, etc.)
- Lead all meetings
- Speak at all events and socials

Vice President/Marketing Lead:
- Create a marketing strategy, delegate to other officers if necessary
- Make advertisements for events
- Maintain the CTHS Gmail account
- Substitute for President whenever necessary
- Inform members of upcoming events and opportunities via regular Newsletter
- Organize involvement fair tabling and scheduling
VP of Social and Service Events:
● Plan, organize, and coordinate social events or projects
● Supervise and clean up after each planned activity
● Create monthly calendars for social and service events
● Organize, coordinate, and participate in all CTHS community service events
● Set dates and reserve rooms/locations for community service events
● Be in contact with community service offices at the University and in Utah
● Reach out to community partners in search of new opportunities

2021 - 2022 Election Timeline
● Application Live: Monday, February 22nd
● Application Close: Friday, March 5th
● Grade Check: Tuesday, March 9th (Students must have a minimum 3.5 GPA)
● Open Voting: Thursday, March 11th
● Close Voting: Friday, March 19th
● Announce New Board: Tuesday, March 23rd