



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