

CaribSA Board Roles:

President

- May only serve one full term
- Oversee the tasks of all officers, ensuring proper delegation and execution of duties.
- Host and guide the executive board meetings on a weekly basis, with prepared agendas to streamline discussions.
- Engage in frequent interactions with presidents of other Caribbean student organizations to foster collaborative efforts.
- Serve as the primary liaison with the University, representing the Association's interests and concerns.
- Participate in meetings concerning the allocation of resources and funds.
- Coordinate and organize dinners for officers on a monthly basis to encourage team building and rapport.

Vice-President:

- Provide support to the President, taking on additional responsibilities as needed or when specifically assigned.
- Maintain and ensure the organization of the Association's GoogleDoc Folder, keeping all documents current.
- Complete SAO Requests, unless this task is assigned to another officer.
- Attend advisory sessions on a weekly basis to discuss the progress and direction of CaribSA
- In the event of the President's unavailability, the Vice President will temporarily adopt the President's duties.
- Fill in for other responsibilities that aren't completed

Treasurer:

- Oversee budget and resources for projects.
- Oversee collection of dues and fees.
- Attend allocation meetings (with CCC and MSPS).
- Prepare financial reports and statements for each event.
- Ensure compliance with financial regulations([see SAO slidedeck](#))
- Coordinate fundraising activities.
- Check expenditures and reimbursements.
- Assist in financial decisions for events and activities.

Secretary:

- Record minutes at meetings.
- Send the weekly newsletter.
- Maintain membership records and contact information.
- Distribute meeting agendas and notices.
- Keep up-to-date files of club documents.

- Handle the club's email and respond to inquiries.

Creative Director:

- Oversee design of club materials.
- Coordinate visuals for events and performances
- Collaborate with board members on creative efforts.
- Monitor cultural sensitivity in creative works.
- Be familiar with design software like Canva
- Create merchandise designs
- Create and edit content for social media.

Publicity Director/Photographer:

- Works alongside the Creative Director.
- Edit visuals of weekly newsletter.
- Frequently market and promote all CaribSA events.
- Manage social media visual content.
- Engage in advertising on social media and group chats.
- Take pictures/videos at ALL events.
- Post frequently on socials.
- Send Google Calendar invites.

Engagement and Outreach Coordinator:

- Reach out to first-years, alumni and tri-campus community members to join.
- Plan and coordinate member engagement activities(e.g. dinner, games nights).
- Develop strategies to increase member participation.
- Foster a sense of community within the club.
- Work with Publicity to create and manage social media engagement initiatives.
- Analyze member satisfaction, gather feedback and identify areas for improvement.
- Assist in recruitment efforts to attract new members.
- Encourage collaboration between members and leadership.

CaribSA Representative

- Attend all graduate student government DEI committee meetings.
- Stay connected with GSG and other graduate students.
- Attend Diversity Council meetings.
- Manage funding and meetings with MSPS and the DEI Center.
- Connect CaribSA with the student government for collaboration.
- Communicate requests of the student government back to the club.
- Keep contact with the Exec Cabinet, Hall presidents and more.

Everyone

- Support fellow CaribSA members when required or as assigned.
- Be present at events at least 30 minutes in advance.
- Handle SAO submissions as assigned.

- Engage with and connect to new students on various social platforms.
- Assist in both setting up and tidying up after events.
- Actively attend and listen in Board Meetings/ check notes Weekly
- Participate in and contribute in chats and events
- Follow through on Commitments/ask for help
- Give feedback and share ideas