

PIONEER ACTIVITIES COUNCIL, MARIETTA COLLEGE

JOB DESCRIPTIONS

Last Updated: February 2017

All members should be full time undergraduate students of Marietta College who maintain a 2.25 cumulative grade point average, Board of Directors must maintain a 2.5 GPA. Members can only hold one position on the board at one time and shall comply with the constitution and by-laws. Once new officers are appointed they shall shadow the appropriate Director until their term officially begins following the last day of the Spring Semester.

Duties of the Board of Directors

- Approve by consensus all events
- Meet weekly with the advisor in a 1:1 meeting
- Attend the weekly Board of Directors and/or Committee meeting(s)
- Form a committee (if possible) and preside over committee meetings
- Plan and execute events within the purview of their committee duties in conjunction with the committee, Board of Directors, and Advisor
- Communicate with the Board of Directors and Advisor in a timely manner
- Give all pertinent program details to the Promotions and Marketing Committee per the appropriate timelines
- Represent Marietta College, Pioneer Activities Council, and the Board of Directors in a positive and professional manner both on- and off-campus and in communications with on- and off-campus entities
- Conduct evaluations and assessments per event or per semester as outlined in position descriptions
- In decisions and program planning, ensure the wants and needs of the Marietta College students are represented
- Shall be responsible for the collection and recording of all program evaluations administered by respective committees
- Maintain records of events and meetings
- Take attendance of PAC members at events

Duties of the Event Chair

- Work in conjunction with the Director to organize events throughout the year which reflect the title of the Programming Committees
- Aid the Director in keeping a budget for the following year
- Assist other members in planning and executing events
- Attend and contribute to committee meetings set by Director of Committee

President

- Preside over all board meetings

- Coordinate leadership development and officer training sessions with the advisor and VPs of Promotions and Marketing and Finance
- Approve and implement Committee budgets
- Attend a minimum of 85% of all events per semester
- Weekly office responsibilities and meetings with Advisor
- Serve as the official spokesperson and primary contact for the organization
- Serve as the PAC representative for Student Government Association. If unable, shall appoint a replacement (Constitution)
- Shall call for a task force to meet to evaluate an issue or concern
- Assist the Board of Directors if need be
- Update membership roster at least once a semester
- Maintain a record of Board of Directors office responsibilities
- Attend National Association for Campus Activities (NACA) Regional Conference
- Preside over the recruiting process for the new year

VP of Finance

- Coordinate leadership development and officer training sessions with the advisor and President, and VP of Promotions and Marketing
- Analyze and set budgets for all committees with the President
- Supervise budgets for all committees
- Attend a minimum of 85% of all events per semester
- Weekly office responsibilities and meetings with Advisor
- Coordinate the end of the year Recognition Banquet with the Advisor
- Provide monthly budget reports for each committee and overall
- Attend National Association for Campus Activities (NACA) Regional Conference
- Order PAC t-shirts, nametags, and other items for the board with the Advisor and VP of Promotions and Marketing

VP of Promotions and Marketing

- Coordinate leadership development and officer training sessions with the advisor, President, and VP of Finance
- Attend a minimum of 85% of all events per semester
- Weekly office responsibilities and meetings with Advisor
- Preside over the weekly Promotions and Marketing Committee meeting
- Ensure any publicity relating to social media and press releases (Facebook events, MyMarietta, The Marcolian, etc.) is completed in a timely fashion (Approve rather than post)
- Work with other members in Promotions and Marketing Committee to create cohesive designs for events and promotional material
- Maintain PAC bulletin board in Upper Gilman and update once a month with help of the committee
- Act as Editor for Promotions and Marketing- proofread and offer feedback for projects
- Create and collect publicity forms for events

- Attend National Association for Campus Activities (NACA) Regional Conference
- Design PAC t-shirts, nametags, and other items for the board with the Advisor
- Balance budget of the Marketing and Promotions Committee

Secretary

- Must be a Director of a Committee
- Determine excused and unexcused absences from meetings and events
- Attend and keep up to date records of the minutes for all meetings and distribute them to all members
- Keep a record of attendance at meetings
- Shall be responsible for the collection and recording of all program evaluations

Historian

- Must be a Director or Chair for Pioneer Activities Council
- Keep record of accomplishments and activities for the organization
- Collect items such as pictures and newspaper clippings
- Ensure a photographer is present at all events
- Upload photos to Facebook and Google Drive

Live Entertainment Director

- Follow the duties of the Board of Directors as stated in the constitution
- Give a report at all meetings
- Attend a minimum of 65% of all events (at least 1 per programming committee) per semester
- Plan and execute all live entertainment events
- Designate a time for the live entertainment committee to meet
- Preside of live entertainment committee meetings
- Make all arrangements for entertainer(s) according to the contract
- Submit an advertising request form four weeks prior to an event
- Provide the appropriate program evaluations at all live entertainment events
- Complete the post-event evaluation
- Balance budget

Educational, Diversity, and Unity (EDU) Director

- Follow the duties of the Board of Directors as stated in the constitution
- Give a report at all meetings
- Attend a minimum of 65% of all events (at least 1 per programming committee) per semester
- Plan and execute educational events and events that promote diversity and unity among the student body
- Designate a time for the EDU committee to meet
- Run the EDU committee meetings
- Make all arrangements for entertainer(s) according to the contract

- Submit an advertising request form four weeks prior to an event
- Provide the appropriate program evaluations at all EDU events
- Complete the post-event evaluation
- Balance budget

Traditions Director

- Follow the duties of the Board of Directors as stated in the constitution
- Give a report at all meetings
- Attend a minimum of 65% of all events (at least 1 per programming committee) per semester
- Plan and execute Family Weekend, Homecoming, Spirit Week, and any other events deemed as traditions
- Designate a time for the traditions committee to meet
- Run the traditions committee meetings
- Make all arrangements for entertainer(s) according to the contract
- Submit an advertising request form four weeks prior to an event
- Provide the appropriate program evaluations at all traditions events
- Complete the post-event evaluation
- Balance budget

Tournaments and Recreation Director

- Follow the duties of the Board of Directors as stated in the constitution
- Give a report at all meetings
- Attend a minimum of 65% of all events (at least 1 per programming committee) per semester
- Plan and execute a variety of tournaments and recreation (trivia nights, game shows, video game tournaments, casino night, athletic, cornhole, trips etc.)
- Designate a time for the tournaments and recreation committee to meet
- Run the tournaments and recreations committee meetings
- Make all arrangements for vendors according to the contract (if applicable)
- Submit an advertising request form four weeks prior to an event
- Provide the appropriate program evaluations at tournament events
- Complete the post-event evaluation
- Balance budget