



Executive Board Application 2016-2017

The Campus Activities Board (CAB) was designed with the fundamental goals to enrich the educational, cultural, social, and recreational needs for the entire Gustavus community. It is our duty to plan and execute a variety of programs and activities, being sure to satisfy the entertainment needs of the student body. With student input we hope to provide the community with a vast array of entertainment opportunities.

The mission of the Campus Activities Board is to enrich the campus life experience by encouraging the involvement of all students in entertainment that is engaging and enjoyable.

The Campus Activities Board strives for success in a variety of ways but primarily through these common goals: gaining all student input, planning and implementing diverse events, becoming recognized leaders, providing students with a connection to campus, and having fun.

CAB Executive Positions

Marketing: responsible for working in coordination with a co-executive to advance the overall brand of Campus Activities Board, and collaborate with peers to develop marketing strategies. The co-executives are the main developers of large event marketing (i.e. Homecoming, Big Concert). Must be able to produce high quality digital marketing materials and/or have graphic design skills. One executive will be chosen to be in charge of Social Media in addition to these responsibilities.

Operations Manager: responsible for distributing and assessing event proposals, event evaluations, student response evaluations and attendance at both Campus Activities Board meetings and events. This position is also responsible for taking in-depth meeting minutes and providing support to all other executives.

Selection Process

Application

Due: Tuesday, October 11th, 2016 | 4:00pm | Campus Activities Office

Fill out the final page of this packet and submit. Include a resume or list of previous leadership experiences and/or extra-curricular activities. Applicants must have a GPA of 2.5 or higher to be able to apply.

Interview

Friday, October 14th and Saturday, October 15th | Time TBD | Board Room

All applicants can sign up for an interview at the Campus Activities Office upon turning in the application. A selection committee comprised of the Campus Activities Board Advisor and outgoing and incoming co-presidents will conduct interviews.

Prepare answers for the following potential questions, although questions will not be limited to those listed below:

- How would a previous manager or supervisor describe you?
- How well do you manage your time? What else are you involved in on-campus?
- What sets you apart from another applicant?
- How do you effectively communicate with others?
- How do you think a position on the Campus Activities Board could impact your future career or other involvements?
- How do you handle conflict? Please give an example.

Notifications

All applicants will be notified via email as well as a letter sent through the P.O. boxes.

Training

Attendance at the following dates are mandatory if chosen for the board.

- Weekly Board Meetings, Mondays from 7:30 – 9:00 pm in the Fall. Spring meetings times TBD
- Presidents Ball, Saturday March, 11th, 2017
- Big Speaker, TBA
- Spring Midnight Express

Name: _____ E-Mail: _____

Phone: _____ On Campus (Circle): Fall 2016 Spring 2017

Major(s)/Minor(s): _____ Graduation Year: _____

Position(s) interested in (please rank 1-2, 1= favorite):

___Marketing (Social Media)

___Operations Manager

As part of the application process and to help us learn more about you, answer the following questions, typed, on a separate piece of paper to be submitted with your application.

1. How has the Campus Activities Board impacted your experience at Gustavus? What do you like about what Campus Activities Board does for the student body?
2. What strengths or qualifications do you have that would make you a successful addition to the Board?
3. How well do you work on a team or in a shared position? Please provide an example.
4. Executive Board Members are faced with many challenges throughout the event planning process. What challenges do you anticipate for yourself if selected for the Board? What strategies would you use to over come them?
5. Assume you have an unlimited budget, what one event would you program for the student body at Gustavus? Be as creative and detailed as possible.

Please provide either a resume or list of your previous leadership experiences and/or extra-curricular activities.

Please complete this application and submit it to the Campus Activities Office. Applications are due on **TUESDAY OCTOBER 11th by 4:00pm**. Please contact the Campus Activities Board Co-Presidents, Megan Kallestad and Connor Myhre (cab@gustavus.edu) with any questions or concerns.

Minimum GPA Requirement Waiver

In the Campus Activities Board constitution, there states an academic standard holding all Campus Activities Board Executives to a minimum Grade Point Average. All persons must maintain a term GPA of 2.5 to remain in good academic standing.

If your term Grade Point Average falls below the minimum, you will be placed on "Academic Warning" with the Campus Activities Board until the next semester. While this does not mean that you are inactive within the Campus Activities Board in ineligible to participate in activities in any way, you will be encourages to re-evaluated your time management and extra-curricular commitments.

After the completion of the one semester of "Academic Warning", you Grade Point Average will be reassessed. If it still does not meet the minimum, your status on the Campus Activities Board will become "inactive", and will remain so until you have earned a term Grade Point Average of 2.5 or higher.

Only the Administrative Assistant (Cassandra Nelson) and the Campus Activities Board Advisor (Andrea Junso) will have access to viewing your Grade Point Average. In the case of "Academic Warning" or "Inactive" status, the Presidents of the Campus Activities Board will be informed of your status, but not your Grade Point Average. The Presidents are informed in hopes that they will be able to help you manage tasks in order to allow more time for you to study or take whatever measures you feel are necessary to improve your academic standing.

"By signing below, I release my individual grades to the Student Activities Office each semester for use in compiling organization Grade Point Averages. If my term GPA is below 2.5 for any semester, I will be on "Academic Warning" in the Campus Activities Board. Should my term GPA be below 2.5 for two consecutive semesters, I will be considered "inactive" by the College and the Campus Activities Board, until the next term in which it is 2.5 or above."

Printed name: _____

Signature: _____ Date: _____