



## Vice President of Activities and Programs

### **DESCRIPTION:**

The individual is responsible for facilitating all campus activities for the GFU student body. They are to work very closely with the ASC Advisor, function as the communication link between the student body and other campus offices and function as a resource person to groups who wish to lead activities. They will oversee the positions of General Activities Coordinator, Blue Zone Coordinator, Special Programs Coordinator, Dances Coordinator and giving them the means to oversee their own committees.

### **QUALIFICATIONS:**

This person must be detailed, able to complete tasks, able to troubleshoot difficulties, is one who finds enjoyment and energy from seeing a program become successful, is able to effectively delegate responsibilities and motivate their peers. This person needs to be assertive, persistent, committed to the position, have had previous experience with running an activity at some time and should be able to communicate and work well with others. It's recommended that this person have previous or current experience as a member of the ASC Activities Committee.

A minimum cumulative GPA of 3.0 is required.

### **TIME COMMITMENT:**

15-20 hours per week (approximately, including minimum office hours).

Needs to be flexible as additional hours are required on activity days.

### **GENERAL RESPONSIBILITIES:**

1. Responsible for all campus activities.
2. Be responsible for seeing that events are effectively publicized.
3. Have a working knowledge of GFU dance policy and enforce the policy when applicable.
4. Meet weekly with the ASC Advisor.
5. Meet twice a month with the ASC President.
6. Lead a weekly meeting of the Activities Committee to plan events and function as a resource person.
7. Communicate with other campus offices regarding activities.
8. Participate and help plan Activities Committee retreat (fall and spring semester).
9. Maintain accurate records and files for all programs.
10. Select Coordinators through an application process.
11. Hold 1-on-1's as needed with each of the Coordinators.

### **CENTRAL COMMITTEE RESPONSIBILITIES:**

1. Attend weekly Central Committee meetings (approx. two hours).
2. Submit a written monthly report (deadline set by ASC advisor)
3. Abide by all GFU community lifestyle standards as outlined in the Student Handbook.
4. Attend all Leadership Forums as required by Central Committee.
5. Attend Leadership Training and In-Service.
6. Have scheduled office hours (10 hours per week minimum).
7. Attend all ASC Sponsored dances in accordance with the dance policy.
8. Required to participate in at least one University Committee.

**HONORARIUM:** Inquire at the ASC office