

## Campus Activity Funding Board Board Application

Applications are due to the Office of Student Life by 5 p.m. on Friday, Sept. 19, 2008. Applications must be typed and may be submitted at any Office of Student Life located on CYP, EVC, NRG, PIN, RGC, RVS and SAC. Thank you for your prompt response! For questions or additional information regarding the Campus Activity Funding Board program or application, please call 512.223.4715.

### Contact Information

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

GPA \_\_\_\_\_ Major \_\_\_\_\_

### Eligibility Agreement

- I will be enrolled in classes at ACC for the entire fall 2008 and spring 2009 semesters.
- I am willing to travel from campus to campus.
- I am available on Fridays from 11 a.m.-1 p.m.
- I agree to CAB responsibilities.

### Position

Which board position are you interested in? Please check all that apply.

- Chair
- Vice-chair
- Director of Communications
- Finance chair
- Executive Assistant

### Short answer question

Please attach a paragraph addressing the following question:

- Why is it important for students to get involved with Student Life?

### Authorization

I authorize the Office of Student Life to check my current GPA to verify good academic standing and good disciplinary standing.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Latest version of Acrobat Reader  is needed to submit forms.

*Student Life Use Only*

Received Date, Time: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ : \_\_\_\_ AM/PM Initial [ \_\_\_\_ ] GPA: \_\_\_\_\_

**Benefits**

Students who participate with CAB engage in a comprehensive training program that includes team building, campus operations, and fiscal management. In addition, CAB members will gain skills and experience in the following areas:

- Leadership
- Critical thinking
- Conflict resolution
- Organization and public speaking
- Budget management and negotiation methods
- Making a difference in campus life
- Meeting new people
- Communication

**Incentives**

- All expense paid trip to the National Conference on Student Leadership in the fall
- Free lunch during CAB meetings
- Paid stipend of \$250 per semester
- Enhancement of co-curricular profile

**Interview Process**

Students interested in becoming a board member must submit a CAB application and your short answer question to the selection committee.

CAB interviews are held at the beginning and end of each semester to ensure all positions are filled. The selection committee will hold interviews at the Highland Business Center (time and day TBA).

**Interview Committee**

Interview committee will consist of one faculty member, one CAB advisor, two staff members, one former or returning CAB member (if available).

**Interview**

- Candidates must be on time. When ready, the advisor will invite the candidate into the interview room.
- It is suggested each candidate bring a copy of his or her application and résumé to the interview.
- After the interview, the candidate will be informed of the notification date.

**Criteria**

- Currently enrolled ACC student
- Cumulative GPA 2.5
- Enrolled in at least three credit hours
- Able to serve entire semester
- Able to attend meetings
- Complete CAB application

**Renewal Process for existing CAB members**

If board members wish to remain in their position or apply for a different position they must submit a new application.

**Board Members**

- Chair
- Vice-Chair
- Director of Communications
- Finance Chair
- Executive Assistant

**Board Member Responsibilities**

- Manage CAB budget
- Fairly distribute funding for the production of quality educational, cultural, and informative events for all of the diverse groups on ACC campuses
- Make recommendations to SAFAC
- Evaluate funding expenditures at the end of each semester
- Evaluate and listen to student club proposals
- Maintain professionalism
- Consider entertainment from the APCA conference for A Nite in the Life and other Student Life events
- Members must attend all meetings scheduled for the fall and spring. Prior to the meeting, notify advisor or chair if unable to attend
- Select officers at the beginning of each semester
- Meet with advisor to discuss and develop co-curricular profile prior to the end of term
- Attend Nuts and Bolts
- Attend CAB training session
- Maintain elected position for one academic year
- Maintain 2.5 grade point average
- Give classroom and Nuts and Bolts presentations
- Attend ACC Board meeting for introduction (TBA)
- Abide by ACC rules and regulations

**Chair Responsibilities**

- Calls meeting to order
- Acts as a representative to administrators, faculty, staff, and student body
- Assists in overseeing the budget
- Serves on SAFAC
- Attends SGA meetings once a month
- Assists in the CAB election process if applicable
- Facilitates with CAB workshops at Nuts and Bolts

### **Vice Chair Responsibilities**

- Represents and performs duties and responsibilities of chair in their absence
- Ensures all student travel for the National Conference on Student Leadership
- Assists in the CAB election process, if applicable
- Recruits and retains new members

### **Director of Communications (DOC) Responsibilities**

- Maintains a current contact list of board members
- Maintains data regarding CAB meetings and issues with funding
- Assists secretary in preparing proposals
- Makes copies of proposals for meetings
- Reviews all funding proposals and prepares them for board meetings
- Communicates weekly with CAB advisor(s) regarding student proposals
- Acts as the executive assistant if vacant
- Picks up funding applications from the Offices of Student Life

### **Finance Chair Responsibilities**

- Works with Student Life Administrative Assistant for funding distribution
- Maintains funding ledger
- Sends approval/denial letter to applicants
- Prepares end of the semester budget report
- Provides advisor with financial updates
- Makes financial reports during board meetings
- Keeps board informed of all financial transactions
- Reviews all funding decisions
- Sends Student Life coordinators all approval letters

### **Executive Assistant Responsibilities**

- Screens applications for funding
- Sets agenda for CAB meetings
- Prepares appeal process
- Takes and reads the minutes at CAB meeting
- Prepares and disseminates typed minutes from board meetings
- Ensures all funding proposals have been date stamped
- Assists DOC in reviewing and preparing funding proposals
- Maintains club contact information, phone numbers, and other pertinent information