



**Executive Board Application
2013-2014**

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

Arts & Entertainment: responsible for planning and co-sponsoring educational speakers and events, as well as coordinating trips to fine arts opportunities in the Twin Cities. This position is also responsible for the "Big Speaker" every other year (Previous speakers: Frank Abagnale; Jeffrey Tambor).

Business Manager: responsible for coordinating and managing the Campus Activities Board budget by tracking bills and statements, filing payments, and working with executives to effectively plan their individual budgets.

Coffeehouse: responsible for discovering, booking, and hosting performers and/or events primarily in the Courtyard Café. This is a highly administrative position.

Concerts: responsible for planning and facilitating medium to large concerts on campus. This position is also responsible for the "Big Concert," which will occur in the 2011-2012 school year. (Previous acts: Ben Folds; Gavin DeGraw).

Culture & Diversity: responsible for educating students on cultural differences, backgrounds, and issues of diversity. This will include individual programming as well as coordinating with the Diversity Leadership Council and other organizations to share ideas and coordinate co-sponsorship opportunities.

Recreation: responsible for planning and facilitating the Gustie Cup Tournaments as well as arranging and coordinating trips to professional sporting events in the Twin Cities (i.e. Minnesota Wild, Minnesota Twins).

President: responsible for working in coordination with a co-president to foster the development of the executive board, facilitate meetings, and work with executives one-on-one. This position represents the Campus Activities Board to Gustavus community as well as works closely with the Campus Activities Board advisor.

Publicity: 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 publicity and/or have graphic design skills.

Secretary: responsible for distributing and assessing event proposals, event evaluations, and student response evaluations. This position is also responsible for taking in- depth meeting minutes and providing support to all other executives.

Special Events: responsible for working with a co-executive to produce big budget signature events, including but not limited to: Homecoming, Dancing with the Profs, and President's Ball.

Weekends: responsible for the selection of weekend movies, coordination of showings, and solicitation of student feedback. This position is also responsible for planning approximately one weekend event per month (i.e. Dueling Pianos, SNL).

Selection Process

Application

Due: Tuesday, April 8th, 2014 | 4:00pm | CAB Office, Gustie Den

Fill out the final page of this packet and submit. Include a resume or list of previous leadership experiences and/or extra-curricular activities.

Interview

Saturday, April 12th and Sunday, April 13th | Location and Time TBD

Any applicants applying for the President position must be available on April 10th for an interview.

All applicants can sign up for an interview on the back of the CAB Office door 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 by Monday, April 28th 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.

- Fall Planning Meetings
 - Monday, May 6th, and 13th | Location and Time TBD
- Spring Training Retreat
 - May 27th-May 30th
- Fall Retreat
 - August 27th-August 31st

Name: _____ E-Mail: _____

Phone: _____ On Campus (Circle): Fall 2013 Spring 2014

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

Position(s) interested in:

___Arts & Entertainment

___Business Manager

___Concerts

___Culture & Diversity

___Coffeehouse

___Co-President

___Secretary

___Special Events

___Publicity

___Recreation

___Weekends

___Films

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 challenges every day. 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. All returning executives must provide both a resume and a cover letter.

Please complete this application and submit it to the Campus Activities Board Office in the Gustie Den. Applications are due on **Tuesday, April 8th, 2014 by 4:00pm**. Please contact the Campus Activities Board Co-Presidents (cab@gustavus.edu) with any questions or concerns.