

## Fraternity & Sorority Programming Board Director Responsibilities

General duties of all Fraternity & Sorority Programming Board directors include meeting with the Programming Board's Executive Director, advisor(s), and participating in Programming Board round tables, as applicable, in addition to all other duties assigned.

### A. Executive Director- The Executive Director shall:

- Maintain overall responsibility for the operation of the Colorado State University Programming Board and serve as the Programming Board representative to the campus and community.
- Preside at all meetings of the Programming Board, roundtables, and feedback sessions.
- Assist in the coordination and implementation of all Programming Board programs and events.
- Attend all President's Forums and the Fraternity and Sorority Life Leadership Institute.
- Serve as signatory on the Programming Board bank account and on Programming Board vendor contracts.
- Meet regularly and communicate regularly with the Programming Board advisor(s).
- Contribute to selection and transition of new Programming Board directors as a member of the Programming Board selection committee.
- Communicate regularly with the Interfraternity Council, Multicultural Greek Council, and Panhellenic Association Liaisons.
- Compile agenda and take minutes at all Programming Board Director meetings, roundtable meetings and feedback sessions.
- Coordinate the room reservations for all Programming Board Director meetings, roundtables, and feedback sessions.
- Oversee the Director of Finance to ensure finances are in order.
- Oversee the Director of Marketing to ensure that all promotional efforts are in alignment with the Programming Board and OFSL values.
- Perform other duties as assigned.

### B. Director of Finance-The Director of Finance shall:

- Manage and supervise all financial and budgeting activities related to the Programming Board.
- Invoice and collect Programming Board dues from the Interfraternity Council, Multicultural Greek Council, and Panhellenic Association.

- Balance the Programming Board checkbook statements and document all invoices that are received.
- Serve as a Signatory on the Programming Board general account.
- Meet regularly and communicate regularly with the Director of Administration.
- Meet with each Programming Board director to establish and maintain a detailed programmatic budget
- Assist in the coordination and implementation of all Programming Board programs and events.
- Perform other duties as assigned.

C. Director of Marketing- The Director of Marketing shall:

- Develop, coordinate, and implement a comprehensive year-round public relations and marketing strategy for all Programming Board events.
- Design, create, and purchase all Programming Board marketing materials and promotional items.
- Assist Programming Board directors in promotion, advertising and publicity of their events.
- Submit all Programming Board Events to Colorado State University's Division of Student Affairs calendar and the FSL Front Desk calendar.
- Oversee and manage all Programming Board social media efforts.
- Assist in the coordination and implementation of all Programming Board programs and events.
- Perform other duties as assigned

D. Director of Signature Events (2)- The Directors of Signature Events shall:

- Maintain overall responsibility for the planning, coordination, and implementation of the Programming Boards Signature Events. This includes, but is not limited to, Homecoming and Fraternity and Sorority Fest.
- Manage a detailed programmatic budget that outlines each event's credits and expenses.
- Develop, maintain, and distribute event information packets that clearly outline Programming Board events and their accompanying dates, rules, and scoring criteria.
- Collaborate with campus partners to coordinate Fraternity and Sorority Life involvement in campus-wide events and initiatives.
- Attend all relevant Programming Board meetings, roundtables and feedback sessions.

- Meet regularly and communicate regularly with the Programming Board Advisor(s) and the Executive Director.
- Perform other duties as assigned.

E. Director of Community of Events- The Director of Community Events shall:

- Maintain overall responsibility for the planning, coordination, and implementation of the Programming Boards Signature Events. This includes, but is not limited to National Hazing Prevention Week, Ritual Appreciation Week, International Badge Day, and Senior Recognition.
- Collaborate with campus partners to coordinate Fraternity and Sorority Life involvement in campus-wide events and initiatives.
- Develop, maintain, and distribute event information packets that clearly outline Programming Board events and their accompanying dates, rules, and scoring criteria.
- Manage and document a detailed programmatic budget that outlines each event's credits and expenses.
- Attend all relevant Programming Board meetings, roundtables, and feedback sessions.
- Meet regularly and communicate regularly with the Programming Board Advisor(s) and the Executive Director.
- Perform other duties as assigned.

F. Events Assistant Director (3)- The Assistant Directors of Events shall:

- Perform duties of interim Programming Board Signature Events Director or Community Events Director in the case of absence or removal.
- Assist in the coordination and implementation of all Programming Board programs and events.
- Meet regularly and communicate regularly with the Director of Signature Events, Director of Community Events, and the Executive Director.
- Perform other duties as assigned.

G. Council Liaisons. The Council Liaisons shall:

- Advocate for the needs and perspectives of each Liaisons' respective council.
- Communicate information about Programming Board events back to each Liaisons' respective council.
- Meet regularly and communicate regularly with the Programming Board's Executive Director.
- Perform other duties as assigned.