

Positions & Committees

The CAD Board of Directors (BoD) represent the leaders of Rainbow and AATAT and are responsible for overseeing the use of Measure 49 funds. Passed in 2011, this student fee supports CAD programs and sponsorship of other cultural campus organizations, state-of-the-art theatrical equipment, staffing, and free entry to all CAD programs for undergraduates. The Board meets regularly to evaluate funding requests for other orgs, programs, speakers and lecturers, and other events. They are advised by non-voting staff.

Chair

- must have at least one year CADrc leadership experience
- knowledgeable and comfortable in use of Robert's Rules for parliamentary procedure
- weekly meeting with Don Williams to plan agenda
- day-of reminder to all Board members about meeting
- lead Board meetings
- establish biweekly one on ones with some Board members
- meet with SUA President on a monthly basis to comm
- unicate student affairs, share information and student perspectives
- meet with the UCSC NAACP Chapter Committee Chairs, Vice President, and President on a monthly basis
- represent CADrc Board as necessary to other organizations

Vice Chair

- must have at least one year CADrc leadership experience
- member of SOL council
- knowledgeable and comfortable in use of Robert's Rules for parliamentary procedure
- establish biweekly one on ones with some Board members
- coordinate with Chair, Ambassador of Ethnic Orgs, and Stevenson Liaison regarding meetings with SUA, UCSC NAACP Chapter, ethnic orgs (i.e. ISA,

Grupo Folklorico, Big 5) and other spaces as necessary

- assist all Board members in duties as necessary
- represent CADrc Board as necessary to other organizations

Historian

- must also be a member of the Marketing Team, working on Archiving during the summer
- summarize past events in CADrc history
- archive all published news and media about CADrc, such as pictures, testimonials, newspaper articles, and press releases
- maintain physical and digital file of past, current, and upcoming events for the year
- maintain and document feedback on presentations and surveys held throughout year
- assist media with information about programs and events

Secretary

- ensure minutes for meetings are taken with attendance recorded and clear distinction of decisions made
- organize meeting notes, distribute (via email) when finalized, along with a concrete to-do list
- be aware of what paperwork is necessary, communicate with office staff to ensure it is made available to all of Board, and when forms are sent out to be completed, ensure collection and filing in a timely and organized manner
- collect and submit to CADrc office Board member contact information
- monitor and respond to all Board communications and inquiries

Treasurer

- record and maintain all budgetary proposals (approved and not approved) and transactions for CAD archives with Secretary
- audit Board finances monthly, with an emphasis on funds used or not
- understand and translate for Board each proposal's budgetary impact
- understand CAD's ticketing and fundraising systems
- create a monthly in-depth update for the Board about state of budget
- maintain a connection and regularly meet with SOMeCA's budget advisor Francisco and CAD's student office administrator
- hold a weekly meeting with the Board's Budget Subcommittee about current state of budget

Stevenson College Liaison

- must be a Stevenson College affiliate
- work in partnership with Ambassador for Ethnic Organizations
 - ◆ Supervise Monthly General Body meetings
- connect with and contact the Stevenson Student Council and Rosa Parks African American Themed Housing as needed
- Manage the Stevenson MOU and room reservations at Stevenson
- relay information, updates, suggestions, and questions between organizations and Board
- create collaborative events with organizations to educate more students about diversity

Ambassador for Ethnic Organizations

- work in partnership with Stevenson College Liaison
 - ◆ Supervise Monthly General Body
- regularly connect with and contact at minimum the Indian Student Association, Bayanihan, and Grupo Folklórico Los Mejías
- attend and correspond with one of the above organization's meetings quarterly
- relay information, updates, suggestions, and questions between organizations and Board
- create collaborative events with organizations to educate more students about diversity

COMMITTEES

Budget; meets with our Financial Advisor to determine spending and our fiscal status

Outreach; handles outreach coordination, recruitment, and planning

Special Events; determines planning, spending, and delegation of tasks for special events

MOU; meets with Associate Vice Chancellor of Colleges, Housing and Educational Services (CHES) about our standing MOU for the Stevenson Event Center (SEC) as well as our office space; meets with Theatre Arts Department about our standing MOU for AATAT Winter productions and AATAT office space