

Clubs and Events Board (CAEB): Events Coordinator

DUTIES AND POWERS OF EXECUTIVE OFFICERS:

All Executive Officers shall:

1. Check office e-mail regularly
2. Maintain a binder record of duties and documents concerning their time as a member of the Associated Students Organization

Eligibility:

1. Executive Board officers must have a minimum of a 2.0 GPA in order to hold an office.
2. Executive Board officers shall be currently enrolled at Folsom Lake College and shall have completed or have in progress at least five (5) units during their tenure.

The Event Coordinator shall:

1. Coordinate all Clubs and Events Board activities and events.
2. Approve and manage advertising for campus events.
3. Keep a detailed calendar of all events organized by the Clubs and Events Board or Clubs.
4. Receive, review, and present to CAEB event proposal forms.
5. Supervise or delegate power to oversee all events.