**Executive Board Roles & Responsibilities**

**College Leaders**
- Update each college with scholarship opportunities, events, speakers, and etc.
- Conduct monthly meeting with proteges within their college
- Conduct monthly meeting with graduate assistant within their college
- Encourage participation by sending out email reminders of events, workshops, meetings, and etc.

**Student Recruiter**
- Meet with organizations within their college
- Participate in student affair and inform students on campus
- Collaborate with Public Relations Director on creating recruitment material
- Responsible for collecting and maintaining applications
- Collaborate with graduate assistants and maintain communication at all times

**Public Relations Director**
- Responsible for updating all social media and BlackBoard
- Market and advertise the program on campus
- Responsible of taking pictures at events
- Contribute and initiate creative ideas to promote the program
- Collaborate with Student Recruiter on creating recruitment material
- LinkedIn?

**Community Service Director**
- Contact community organizations for partnerships
- Organize one community service activity per semester
- Responsible for encouraging student and mentor participation in volunteer activities
- Collaborate with other campus organizations on volunteer events

**Event Coordinator**
- Collaborate with graduate assistants to create useful and informative events for the program
- Assist graduate assistants with order food, booking locations, and any other tasks related to events
- Responsible for maintaining attendance records
- Responsible for creating invitations for events