

Campus Activities & Advocacy Board (CAAB)  
Position Responsibilities  
Effective July 1, 2024

About Campus Activities & Advocacy Board

The Campus Activities & Advocacy Board (CAAB) is an advocate of the student's voices and a partner with other governing units. The Campus Activities & Advocacy Board oversees the administration of the ASG.

Positions

- Advocacy Chair (1 position)
  - Programming Chair (1 position)
  - Advocacy Committee Members (multiple positions)
  - Programming Committee Members (multiple positions)
- \*ASG will have a minimum of 5 members and a maximum of 9 members, with quorum being 2/3 of filled positions.*

Position Responsibilities

- Advocacy Chair
  - Work with the Director of Student Life and Manager of Student Engagement to promote the development of CAAB trainings, retreats, policy strategy, goals and objectives.
  - Attend all CPTC Board of Trustees Meetings and co-present the monthly CAAB Report
  - Meet monthly with the College President
  - Meet monthly with the Vice President of Student Success
  - Meet bi-weekly with the Director of Student Life
  - Meet weekly with the Programming Chair
  - Co-chair regular and special CAAB meetings alongside the Programming Chair
  - Co-create CAAB meeting agendas
  - Serve as a legislative liaison working with the Washington State Community and Technical Colleges Student Association (WACTCSA)
  - Serve as a member of WACTCSA
  - Organize and implement legislative events which could include but are not limited to: voter registration campaigns, hosting government officials on campus, and letter writing campaigns.
  - Coordinate on-campus voter registration events and information
  - Coordinate on-campus Affordable Care Act registrations and information
  - Serve on one of CPTC's shared governance committees (TBD based on schedule and availability)
  - Represent and advocate for the needs of the entire Clover Park Technical College student body at the campus, community, and statewide level
  - Represent the Associated Students at legislative functions, such as CTC Legislative Action Day in Olympia and meeting with the states elected officials.

- Be responsible that all carried motions are executed
  - Conduct regular check-in meetings with student advocacy members and be responsible that all advocacy board members perform their duties of their position
  - Promote the goals and objectives of the student government board
  - Attend all CAAB Business Meetings as a voting member
  - Submit an End of Quarter Report at the end of fall, winter, and spring quarters. The report should include a description of the past quarter's programs and activities, and the number of students in attendance.
- Programming Chair
    - Work with the Director of Student Life and Manager of Student Engagement to promote the development of CAAB trainings, retreats, policy strategy, goals and objectives.
    - Attend all CPTC Board of Trustees Meetings and co-present the monthly CAAB Report
    - Meet monthly with the College President
    - Meet monthly with the Vice President of Student Success
    - Meet bi-weekly with the Manager of Student Engagement
    - Meet weekly with the Advocacy Chair
    - Co-chair regular and special CAAB meetings alongside the Advocacy Chair
    - Co-create CAAB meeting agendas
    - Distribute meeting agendas and meeting minutes to all student governing board members and student government board advisors, and for posting, in a timely manner.
    - Serve on one of CPTC's shared governance committees (TBD based on schedule and availability)
    - Conduct regular check-in meetings with student programming members and be responsible that all programming board members perform their duties of their position
    - Assist in the coordination and planning of the annual Veterans Day Ceremony
    - Promote the goals and objectives of the student government board
    - Attend all CAAB Business Meetings as a voting member
    - Support and encourage club engagement across campus including but not limited to collaboration programs with CAAB and Student Life
    - Submit an End of Quarter Report at the end of fall, winter, and spring quarters. The report should include a description of the past quarter's programs and activities, and the number of students in attendance.
    - Attend Club Council Meetings

- Advocacy Committee Members
  - Acquire a working knowledge of the Washington State legislative structure, hotlines, and bill procedures
  - Serve as a member of WACTCSA
  - Attend all CAAB Business Meetings as a voting member
  - Plan, coordinate, and facilitate student events and activities throughout fall, winter, and spring quarters in areas that include but are not limited to: civic engagement, student advocacy, voter registration, equity, diversity, inclusion & access
  - Maintain detailed records and files on the ASG Shared Drive and/or Teams folder
  - Provide a report for upcoming and past engagement opportunities at CAAB meetings
  - Ensure the Director of Student Life is aware of all details of events and activities as they arise
  - Hold regular office hours, to be determined at the start of each fall, winter and spring quarter
  - Serve on one of CPTC's shared governance committees (TBD based on schedule and availability)
  - Continually promote compliance of the financial code, the Washington Administrative Code (WAC), Revised Code of Washington (RCW), and the regulations of the Office of Financial Management, State Board for Community and Technical Colleges and Clover Park Technical College, and report known violations of these statutes and regulations
  - Support and advertise available campus resources as appropriate, including the CPTC Food Pantry & Personal Care Pantry, Counseling, Career & Community Services, the VRC, The MOSAIC Center, and more.
  - Meet with key campus administrators as appropriate to discuss student support needs.
  - Attend Club Council meetings
  
- Programming Committee Members
  - Plan, coordinate, and facilitate student events and activities throughout fall, winter, and spring quarters in areas that include but are not limited to: family & friends programming, professional development, career exploration, student success, equity, diversity, inclusion & access, arts and entertainment, health & wellness.
  - Assist the Student Life staff in promoting existing student clubs and communities and be aware of the process to start new student clubs and communities.
  - Follow all posting policies when posting and removing promotional materials
  - Ensure that all necessary paperwork for each event has been processed through the department within the communicated deadlines
  - Research & identify performers, agents, community partners for proposed events and activities
  - Negotiate dates, times, price, and time of event with respective performers, agents, community partners

- Maintain detailed records and files on the ASG Shared Drive and/or Teams folder
  - Provide a report for upcoming and past events and activities at CAAB meetings
  - Complete an evaluation for each event
  - Ensure the Manager of Student Engagement is aware of all details of events and activities as they arise
  - Hold regular office hours, to be determined at the start of each fall, winter and spring quarter
- All Members
    - Attend & participate in regular CAAB Business Meetings
    - Attend scheduled team specific and all-team meetings, trainings and/or retreats.
    - Meet regularly with direct supervisor (either the Director of Student Life or Manager of Student Engagement)
    - Attend all Department of Student Life sponsored trainings, retreats and/or conferences.
    - Serve on a variety of campus wide committees
    - Meet with key campus administrators as appropriate to discuss student needs
    - Attend and support all CAAB and Student Life programs and events unless you are in class or have prior approval from your direct supervisor.
    - Identify, plan, and facilitate student programs and engagement opportunities with the intent to provide a variety of activities throughout fall, winter and spring quarters.
    - Follow program planning procedures and timelines as outlined by advisors
    - Actively market and promote all CAAB and department sponsored events to students at the Lakewood and South Hill Campus.
    - Promote a productive and effective working relationship and environment by supporting programs with attendance, offering feedback, and volunteering to help with other programs
    - Update and maintain availability and unavailability in When I Work
    - Hold regular, weekly office hours to be set at the beginning of each quarter
    - Maintain a clean and orderly work area
    - Collect student feedback to determine the interests and needs of programs and services on campus
    - Assist the Department of Student Life with student leader recruitment efforts
    - Assist in the planning, coordination, and staffing of New Student Orientation and Week of Welcome activities
    - Follow up with students about specific issues and needs, and direct comments or email inquiries to the appropriate administration, faculty, or staff member
    - Be familiar with the ASCPTC Constitution, Financial Code and other necessary documents pertaining to student organization business
    - Represent Clover Park Technical College in a positive and professional manner at all times, both on and off campus, while serving on CAAB

- Work collaboratively with all CAAB members in the planning and implementation of activities, engagement opportunities, and advocacy awareness initiatives.
- Complete other duties of a similar nature as assigned by the CAAB Chairs and Advisors
- Assist, when needed, in all aspects of Student Life