Open Positions for Fall 2018

1. **Treasurer**
The treasurer is in charge of all forms of funding and event budgets.
Responsibilities Include:
- All financial responsibilities for the program
    - Prepare for the following semester's budget ahead of time. Because SAFC budget deadlines are early in the semester, it is crucial that the treasurer communicates with the E-board on what needs to be purchases/ordered even before the semester begins. This means that the E-board needs to have at least a rough idea of the events to organize for the following semester.
    - Communicate with the E-board on budget status
    - Make sure budgets are submitted according to SAFC standards and before the deadlines
- All accounting processes
    - Keeping track of all purchases and making sure that the purchases are made before SAFC deadline
- Adhere to SAFC and/or by-line funding processes
- Attend weekly ASL Sign Choir Workshops
- Attend weekly board meetings

2. **Secretary**
The secretary is in charge of written information as well as general organization.
Responsibilities Include:
- Attend weekly board meetings, take minutes
- Send weekly updates to the Leadership Council
- Once minutes have been submitted, archive them in the CUDAP drive
- Monitor CUDAP's email account, cudap@cornell.edu, at least twice weekly and provide informative and accurate responses in a timely fashion.
- Manage the club listserv, write weekly News Blast, send test to Co-Presidents, and distribute to listserv weekly
- Attend weekly ASL Sign Choir Workshops
- Log g-body hours on OrgSync

3. **Outreach Chair**
The Outreach Chair is responsible for contacting organizations in Cornell and other organizations in the local Ithaca community, such as Ithaca College, to spread Deaf awareness. Also, the Outreach chair is in charge of choosing, planning, and executing fundraisers.
Responsibilities Include:
- Maintain relationships with relevant Cornell organizations (e.g. TIP, DST, CUDA, etc.)
- Maintain relationships with relevant organizations in the Ithaca community (e.g. Ithaca College Deaf Studies, Ithaca College Hands of Praise, etc.)
- Create announcements for News Blast concurrently with Publicity Coordinator and Sign Choir Chair
- Contact ASL programs of other universities for advice and information

- Contact national Deaf and Hard of Hearing organizations (e.g. National Association for the Deaf) for support
- Attend weekly ASL Sign Choir Workshops
- Attend weekly board meetings

4. **Publicity Coordinator**

The Publicity Coordinator is in charge of understanding the publicity process and ensures that events and initiatives are well publicized to increase awareness and exposure of CUDAP and the Public Service Center.

Responsibilities Include:
- Works with the PSC webmaster in terms of posting events and news on PSC website.
- Advertising/ Publications
  - Contact newspapers, radio, TV, etc. for publicity spots
  - Work with the Program Advisor and necessary staff to get all publicity materials approved
- Organize distribution of printed publicity materials, including, but not limited to:
  - Maintaining Master List of poster/quartercard distribution locations
  - Develop and monitor tabling shifts
  - Organize and implement poster and quartercard distribution, etc.
- Maintains CUDAP online presence
  - Website
  - Social media- Facebook
    - Create, edit, get approval of posts
- Create listserv announcements concurrently with Outreach Chair
  - Distribute listserv announcements to Cornell organizations
  - Maintain Master List of listservs
- Organize and implement distribution of announcements for classroom announcements
- Attend weekly ASL Sign Choir Workshops

5. **Events Coordinator**

The Events Coordinator is in charge of coming up with, organizing, and facilitating events both on and off campus.

Responsibilities Include:
- Organize/plan CUDAP presence at Clubfest
- Reserve rooms as needed
- Plan large CUDAP events, including:
  - Communicate with facilities management
  - Contact potential co-sponsors and partners (on- and off-campus)
  - Manage interpreters
  - Work with Publicity Designer to create event-specific publicity materials
- Plan ASL workshops with other organizations
- Attend weekly ASL Sign Choir Workshops
- Attend weekly Board meetings
- Hold weekly Office Hours in the Public Service Center

Currently Filled Positions for Fall 2018

1. Co-President
Accountability ultimately resides with the Co-Presidents, in that they are responsible for knowing the dynamics of the Board and making sure that things are running smoothly and efficiently.
Responsibilities Include:
- Maintain the mission, vision, and values of the organization
- Create and maintain weekly board meeting agenda
- Attend and preside over weekly board meetings
- Assign duties and tasks to board members
- Assist every board member to ensure that they are receiving the necessary support to successfully fulfill their responsibilities
- Make sure that the board is following the CUDAP calendar/timeline and manual
- Register the club in August
- Attend weekly ASL Sign Choir Workshops

2. Publicity Designer
The Publicity Designer is in charge of developing all materials for publicity including, but not limited to, posters, quartercards, and brochures.
Responsibilities Include:
- Advertising/ Publications for general club use
  - Create logos, posters, quarter-cards, banners, brochures, etc.
  - Discuss multiple draft options with board for approval
  - Submit designs for copying
- Organizes storage of print publicity materials for future use
- Works with Events Coordinator to create event-specific publicity materials
- Revamp CUDAP designs and maintains club image and presence
- Attend weekly ASL Sign Choir Workshops
- Attend weekly Board meetings

3. Sign Choir Chair
The Sign Choir Chair should either have experience with ASL in a classroom setting or have significant personal experience with the Deaf community.
Responsibilities Include:
- Create specific materials for special workshops along with the Events Coordinator
- Run weekly Sign Choir workshops
  - Translate/teach new songs
  - Plan structure and lessons
  - Make/teach ASL vocabulary sheets (thumpers)
  - Print all necessary materials (e.g. thumpers, glosses, etc.)
  - Plan Sign Choir announcements
- Plan performances with Events Coordinator
- Attend and teach at weekly Sign Choir workshops
- Attend weekly Board meetings