

Senior Ball Committee
Structure & Position Descriptions 2022-2023

Please keep in mind these descriptions may not encompass ALL responsibilities of each position.

When reading through the descriptions, please feel free to take note of what characteristics you feel may be necessary to perform each role. Ex: Co-Chairs: strong leadership qualities, communicates often and well with peers and administration etc.

- Members of committees may float
 - Ideal committee size would be 12-15
 - You are applying to be on the general committee, not particular positions
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- **Leadership: Co-Chairs, Treasurer, Venue Coordinator**

- Co-Chairs
 - Serve as leadership for Senior Ball Committee
 - Meet weekly with advisor(s)
 - Coordinate weekly committee meetings & agendas
 - Delegate tasks/responsibilities with committee heads
 - Work with Venue Coordinator and advisor(s) on contract with venue
- Treasurer
 - Meet weekly with Assistant Director of Financial Operations (Ramon)
 - Meet weekly with advisor(s)
 - Consistently updates budget by collaborating with co-chairs and committee heads on spending
 - Serves as financial signatory and assists members in purchasing of materials
 - Work with Venue Coordinator and advisor(s) on contract with venue
- Venue Coordinator
 - Serve as liaison between venue contact and committee
 - Coordinates vendor details with venue contact from committee
 - Serve as Day of Primary Contact for event
 - Creates Atlas Event Registration & submits Alcohol Proposal
 - Meets weekly with advisor(s) to discuss vendor contracts, communication with venue contact
 - Coordinate with Venue Contact and advisor(s) on contract with venue

- **Design Committee**

- All members participate in design and thematic execution of event
- Includes:
 - Deciding theme of senior ball
 - Decorations
 - Purchasing
 - Execution
 - Layout of event

- **Music & Entertainment Committee**
 - Research and collaborate with committee on DJ/Band vendor decision
 - Communicate with Venue Coordinator about vendor details/contracts
- **Publicity Committee**
 - Marketing/publicity of senior ball
 - Creating schedule/delegating marketing of event using:
 - Postering
 - Social media
 - Tabling for publicity of event, student support opportunities and ticketing
 - Implementing new strategies
- **Audio & Visual Committee**
 - Research and collaborate with committee on audio/visual vendor decision
 - Communicate with Venue Coordinator & Venue Contact on resources available
- **Student Support Committee**
 - Works with advisor(s) and ARM coalition to offer subsidized tickets for peers
 - Coordinate Tux & Gown rental services