

**\*\*All positions required to attend weekly board meetings & all ETC events\*\***

### **President**

**\*\*Requires at least one semester of experience on the ETC board prior to applying for the President position**

- Creating weekly agendas, leading board meetings & executive board retreats
- Moderating on stage for all ETC panels, kickoff events, workshops, and more
- Maintain frequent communication with board members, know all of their roles in detail, and assisting where needed
- Ordering, picking up, and designing ETC merchandise such as shirts, buttons, bags, stickers, thank you cards, and printed flyers
- Updating & designing ETC's website
- Organize and run the executive board's Google drive and on-campus office space
- Attend re-registration workshops
- Ensure that ETC is in compliance with University Policy and Regulations & attend re-registration workshops
- Frequent communication with career specialist, Cassandra Thompson, for workshops, company tour, and company tour opportunities for the club
- Thoroughly review all timelines, published work, and more before it is sent out by the club

### **Vice President**

- Create & order the executive board's business cards
- Keep weekly board meeting's minutes
- Assist the President and know the roles of other board members to help finish projects when needed, maintain frequent communication with board members
- Co-facilitate weekly board meetings
- Assistant President in order, picking up, and designing ETC merchandise such as shirts, buttons, bags, stickers, thank you cards, and printed flyers
- Updating & designing ETC website
- Ensure that ETC is in compliance with University Policy and Regulations
- Fill in if a board member is absent for whatever reason
- Help maintain an environment for club and board members to participate, grow, and learn professionally

### **Finance Director**

- Cash handling & payment transactions for new members
- Managing ETC's budget for the calendar year
- Filing club reimbursement forms in a timely manner
- Frequent communication of account balance, recent transactions, reimbursements, and more with board members
- Frequent communication with the College of Communications & ASI Accounting

### **Director of Internal Communications**

- Serve as the communication liaison between the executive board and general club members
- Run and respond to messages in a timely manner for ETC's email account
- Open availability for biweekly office hours in club's office space
- Must be organized & approachable
- Assists Finance Director check members & nonmembers in for panels
- Write copy & design the weekly newsletter that is sent out to ETC's email list every Monday

### **University Relations Director (CICC Representative)**

- Attend weekly CICC meetings & discover future events from other COMM clubs
- Collaborate with Panels Coordinator to draft funding proposals for events
- Present event funding proposal to CICC
- Conduct post-event presentation to CICC
- Ensure executive board members are properly reimbursed

### **Panels Coordinator**

- Choose themes & decorations for each ETC event
- Keep in contact with Events Committee Specialist (Street Team Coordinator) in terms of what will be made during street team meetings
- Create tabling sign up sheets for events such as Discoverfest
- Create budgets for each event, calculating food expenses
- Create event timelines, assigning board member's roles and making sure the event goes as smoothly as possible

### **Events Director**

- Scheduling and booking rooms on & off-campus for events for each semester
- Managing all confirmation papers from the TSU & details for each event including overlooking budgets, timelines, and decorations for all events
- Keep our TitanLink page up to date with event photos, board member contact list, approved members, and event information
- Keeping up with updated policies & procedures for the TSU & TitanLink
- Managing all aspects for the Annual Industry Mixer including food, decor, entertainment, and venue space budget, booking venue spaces, and more
- Being able to communicate with multiple event coordinators ensuring each event goes smoothly

### **Events Committee Specialist**

- Conduct all Street Team meetings
- Schedule Street Team to help set up, table, food monitor, and clean up for the events
- Plan and execute one big event in the Fall semester Social Mixer with the help of Street Team including food, decor, entertainment, and venue space budget, booking venue spaces, and what type of social mixer you choose
- Decorate & assist other events team members with panels & events
- Assist Events Director with the Industry Mixer
- Make Timelines for all of the Street Team meetings
- Frequent communication with Street Team

### **Public Relations Director**

- Reaching out to entertainment professionals for the panels and mixers
- Draft email invitations and confirmations for each panel
- Troubleshoot any problems on panel days involving panelists
- Purchase parking permits for panelists
- Create individual subfolders for each panel under the PR folder on Google Drive and add all necessary documentation
- Escort panelists from the parking structure to green room and set up the green room
- Regulate networking lines
- Be Panelists' Point Person on panel days & show professionalism for all ETC events

### **Shows Coordinator & Public Relations Assistant**

- Contact TV taping companies to book award shows and TV tapings for members to attend
- Give members all the details & rules to know when attending shows
- Organize a carpool for the day of TV tapings and/or company tours
- Help Public Relations team contact panelists and sponsors
- Provide panelists with all the information they need to know
- Greet and escort panelists with other members of the PR team
- Show professionalism for all ETC events

### **Public Relations & Sponsorships Specialist**

- Communicate with local businesses, industry professionals, and close connections to create semester & yearly sponsorships deals for the club
- Reaching out to entertainment professionals for the panels and mixers
- Escort panelists from the parking structure to green room and set up the green room
- Regulate networking lines
- Show professionalism for all ETC events

### **Marketing Director**

- Create media content for all social media platforms
- Develop and implement a monthly marketing plan for the entire marketing team
- Post consistently to all ETC social media accounts
- Compose mass emails to send to the entire College of Communications

### **Creative Director**

- Create event flyers and promotional material for ETC events and activities
- Assist marketing department in social media postings and content creation
- Must have knowledge or experience with Adobe Photoshop, Adobe Illustrator, or similar programs. Please include examples of your work.

### **Media Director**

- Create media content to post on social media
- Take photos/videos at every panel/event
- Edit photos/videos to be posted
- Help Marketing Director run social media pages
- Promote all events