**Director**

- Strong belief in organization.
- Attend all SGA meetings, budget meetings, and Advisory meetings.
- Act as liaison to SGA.
- Submit weekly updates of events to the Student Senate.
- Be a liaison to other organizations and clubs in the campus community.
- Meet weekly with assistant director and advisor.
- Directly oversee the committee chairs within the council to help with the facilitation of new ideas and procedures that exist on campus.
- Update all campus calendars of events to reduce over-programming.
- Be prepared and on time to weekly Program Council meetings.
- Lead weekly PC meetings.
- The ultimate decision maker and has the ultimate veto power in the council.
- Responsible for final interaction with agents and entertainment.
- Approves final purchases proposals: petty cash, purchase orders, IDOFs.
- Oversees and maintains the entire council’s budget. Every month present the budget at the PC meetings.
- Helps with the selection of a member of the month.
- Co-organize PC retreats and excursions.
- Maintain and check PC website and email.
- Be in good academic standing, maintaining a minimum GPA of 2.0.
- Adhere to the University’s guidelines about drinking. There will be absolutely NO consumption of alcohol/drugs before or during a Program Council activity.
- **Post and hold four (4) office hours and one (1) hour each week acting as an ambassador to the student body.**
- The Director maintains veto power.
- All requirements met; will receive a $100/month stipend (in addition to the SGA stipend).
Assistant Director

- Directly assist the Director in any duties necessary for the success of the council.
- Is second in command and thus has veto power.
- Attend and act as a representative of the council to any meetings that the Director cannot be at.
- Be liaison to other organizations and clubs in the campus community.
- Meet weekly with the director and the advisor.
- Be prepared an on time to weekly Program Council meetings.
- Required to obtain and run a table during Club Fairs (most importantly the beginning of each semester).
- Ability to work and listen to others.
- The willingness to work.
- Co-organize Program Council events and excursions.
- Oversees, assists, and meets individually once a month with:
  - Publicity Coordinator
  - Event Planning Coordinator
  - Photographer
  - Logistics Coordinator
  - Administrative Affairs Coordinator
- Collaborates with Director on agenda for weekly meetings.
- Maintain a training manual for Program Council members.
- Attend budget, SGA advisory, and Program Council advisory meetings.
- Helps with the selection of member of the month.
- Be in good academic standing, maintaining a minimum of 2.0 GPA
- Adhere to University’s guidelines about drinking. There will be absolutely NO consumption of alcohol/drugs before of during a Program Council activity.
- **Post and hold three (3) office hours and one (1) hour acting as an ambassador to the student body.**
- All requirements met; will receive $150/month stipend (in addition to the SGA stipend).
Internal Affairs Administrator (Secretary and Internal Affairs Combined)

- Attend ALL weekly PC meetings.
- 1 year of PC required (unless approved by Advisor, Director, and Assistant Director).
- Type minutes of weekly meetings/give minutes to Director.
- Note taker in all meetings.
- Send out weekly reminder of meeting and information as necessary.
- Keep and maintain a list of all council members information: name, address, email, and phone.
- Coordinates and executes all recruitment activities for Program Council.
- Helps with the retention of Program Council current members.
- Be prepared and on time to weekly PC meetings.
- Responsible for roll and attendance at weekly meetings.
- Responsible for handling the Council’s timecards.
- Responsible for recognizing all members at events- (Slide Show before and after).
- Maintains historical data, attendances, and ticket sales.
- Keeps all files and forms updated.
- Maintain an understanding of all funds and be prepared to give numbers to any who ask during and outside of meetings.
- Posts all council members’ office hours and meeting times.
- Makes sure that committees have proper paper work.
- At the beginning of each semester, check the GPA requirements of all elected persons and present forms to Director.
- Work with Publicity Coordinator in order to recruit new members.
- Meet with Assistant Director once a month.
- Ability to work and listen to others.
- The willingness to work.
- Be in good academic standing, maintaining a minimum GPA of 2.0.
- Adhere to the University's guidelines about drinking. There will be absolutely NO consumption of alcohol/drugs before or during a Program Council activity.
- **Post and hold two (2) office hours and one (1) hour acting as an ambassador to the student body.**
- All requirements met; will receive a $75/month stipend.
Event Planning Coordinator (Special/Creative Combination)

- Attend weekly PC meetings.
- 1 year of PC required (unless approved by Advisor, Director, and Assistant Director).
- Select and maintain a subcommittee to aid in the planning of all events.
  - This includes all responsibility for poster making, whether delegated or freelanced outside of PC.
- Events must be beneficial to the student body and must be approved by the PC Board.
- Meet with Assistant Director once a month.
- Must inform and get approval from Director/Assistant Director for all decisions and plans BEFORE they are made/carried out.
- Responsible for a minimum of 5 events for the semester (big and small).
- 1 year PC experience required for position.
- Ability to work and listen to others.
- Be in good academic standing, maintaining a minimum GPA of 2.0.
- Adhere to University’s guidelines about drinking. There will be absolutely NO consumption of alcohol/drugs before or during a PC event.
- **Post and hold two (2) office hours and one (1) additional hour each week acting as an ambassador to the student body.**
- All requirements met, student will receive a stipend of $100/month.
Publicity Coordinator

- Attend weekly PC meetings.
- 1 year of PC required (unless approved by Advisor, Director, and Assistant Director).
- Responsible for maintaining all student communication forms of all events:
  - Facebook, Twitter, Instagram, PC Webpage, Western State Colorado University Calendar.
  - Each of these media forms is required to be UPDATED REGULARLY.
- Directly oversees the effectiveness and the amount of publicity put out on campus.
- Helps the Director and Administrative Affairs with the ordering of new supplies.
- Work with Administrative Affairs to keep track of paper supplies, etc.
- Responsible for submitting any polls online or in person to find out what the student body wants as far as events or options for events are concerned.
- Keep all record of contacts for future reference.
- Meet with the Assistant Director once a month.
- Ability to work and listen to others.
- The willingness to work.
- Be in good academic standing, maintaining a minimum of 2.0 GPA.
- Adhere to the University’s guidelines about drinking. There will be absolutely NO consumption of alcohol/drugs before or during a PC activity/event.
- Post and hold one (1) office hour and one (1) hour spent acting as an ambassador to the student body.
- All requirements met, student will receive a stipend of $50/month.
Photographer

- Attend all weekly PC meetings.
- 1 year of PC required (unless approved by Advisor, Director, and Assistant Director).
- Responsible for recording (video/still images) all of PC events.
- Collaborate with Publicity Coordinator to post the pictures.
  - MUST BE DONE REGULARLY!
- Keep a file also on the master computer for archives of the year’s events.
- Meet with Assistant Director once a month.
- Ability to work and listen to others.
- The willingness to work.
- Be in good academic standing, maintaining a minimum of 2.0 GPA.
- Adhere to the University’s guidelines about drinking. There will be absolutely NO consumption of alcohol/drugs before or during a PC activity/event.
- **Post and hold one (1) office hour and one (1) hour acting as an ambassador to the student body.**
- All requirements met, student will receive $50/month.
Technical Coordinator:

- Attend weekly PC meetings.
- Directly oversees the use of our technical equipment as well as authority over rentals (along with the Director).
- Inventory kept regularly of the Tech Closet with a full audit of supplies at the beginning of each semester. (with Advisor).
- Keeps an inventory and supply list of all current equipment.
- Primary contact person for any rentals or equipment use.
- Organizes a tech team comprised of PC members who have been trained on the use of equipment (when needed).
- Create and maintain a training manual for the equipment.
- Inform Director and Assistant Director of any damages to equipment, needed repairs, or any additional equipment needed to be purchased.
- Keep the Tech Room organized.
- Keep equipment in good working order.
- Adhere and uphold new rental stipulations.
- Maintain ALL rental records.
- Be prepared and on time to weekly PC meetings.
- Meet with Assistant Director once a month.
- Ability to work and listen to others.
- The willingness to work.
- Be in good academic standing, maintaining a minimum GPA of 2.0.
- Adhere to the University's guidelines about drinking. There will be NO consumption of drugs/alcohol before or during a PC event.
- **Post and hold two (2) office hours and one (1) hour acting as an ambassador to the student body.**
- All requirements met, the student will receive a stipend of $100/month.
Logistics Coordinator:

- Attend weekly PC meetings.
- Acts as the primary concierge for PC. This includes booking space for artists, etc.
- Primary liaison for visiting artists; this may include (but is not limited to) picking artists up from the airport, shuttling them to their hotel—essentially the lifeline between performers and our school.
- Requires good social skills because you will be acting as the ambassador to visiting acts.
- Requires immaculate organizational/planning skills.
- Meet with Assistant Director once a month.
- Ability to work and listen to others.
- The willingness to work. (This is a “take initiative” position).
- Be in good academic standing, maintaining a minimum of 2.0 GPA.
- Adhere to the University’s guidelines about drinking. There will be absolutely NO consumption of alcohol/drugs before or during a PC activity.
- Post and hold two (2) Office Hours and one (1) hour a week acting as an ambassador to the student body.
- All requirements met, student will receive a $50/month stipend.
**Program Council Members:**
- Attend weekly PC meetings.
- Attend PC retreats and excursions.
- Promote and participate in PC events and activities.
- Attend as many student sponsored events on campus as possible.
- Be an active voice in campus programming for the general student body.
- Be prepared for and on time to meetings and participate in team discussions and offer suggestions.
- Help set up and take down events.
- Voice opinions on topics.
- Complete work assigned by committee or team.
- Remain positive.
- Assist in completion of committee/team goals.
- Enthusiasm and a sense of humor.
- Accept and support the organization as a whole.
- Adhere to the University's guidelines about drinking. There will absolutely NO consumption of drugs/alcohol before or during a PC event.
- **RECRUIT, RECRUIT, RECRUIT!**
- **Post and hold one (1) office hour and one (1) hour/week acting as an ambassador to the student body.**
New Rental Stipulations:
- Co-sponsorships require 2 weeks notice BEFORE DATE OF EVENT.
- MUST go to Director of PC.
- Jumbled/damaged rental returns are subject to a penalty (up to $20).
  - Damaged equipment WILL be replaced.
- Rentals are only valid once approved by Technical Coordinator.

New Printing Stipulations:
- 50 posters for free.
- Requests for posters need to be 2 weeks FROM THE DAY YOU WANT THEM HUNG.

Office Hours:
Office hours are first and foremost for the benefit of Program Council. During these hours, all members are to complete the duties assigned to them. Program Council puts schoolwork first so school work can be completed during these times. However, assigned duties must still be completed on your own time and on time if this is the case.

Monthly Stipends: At any time can any member's monthly stipend be revoked or reduced under these circumstances:
- Incompletion of duties.
- Several meetings have been missed without notice.
  - First meeting missed without notice receives a warning.
- Absence at several events without notice.
  - First receives a warning.
- Negative conduct during meetings, office hours, as well as outside of Program Council.

All recues and/or revokes are handled by the Assistant Director, Director, and Advisor. A meeting will be held with the individual as to inform them of the changes before they take place.

Attendance: All members are required to attend all meetings and events. As previously stated, PC puts school before its events; if for any reason a member must miss an event or meeting, a notification must be sent to the Assistant Director and Internal Affairs no later than 2:00pm on Monday. Failure to do so will result in reduction or revocation of pay.

Meetings and Retreats: All meetings will be every Monday (unless Holiday) at 5:00pm in the Conference Room on the second floor of the University Center (unless room is limited in which case an alternate location will be chosen). There will be a scheduled retreat twice a year, once at the beginning and once at the end. All members are encouraged to attend.