**The Official Handbook for**

The Office of Activities and Marketing

Acting as Director of Activities

Last Revised April 26, 2023

**ARTICLE I. ASB Office of Activities**

**SECTION 1.01   Office of Activities**

**(a) Name**

(i) The name of this office shall be called “The ASB Office of Activities.”

**(b) Establishment**

(i) In compliance with Article I, Section 8 of the “Bylaws of the Constitution of the Associated Students of Point Loma Nazarene University” this Handbook for the Office of Activities has been established.

**(c) Purpose**

(i) The ASB Office of Activities exists to provide and inform the Point Loma Nazarene University student body with events and activities that provide a Christian environment, are cost effective, promote community, are accessible to all students and enrich the lives of the students and any other guests in attendance. The student group, Campus Activities Board (CAB), exists as an entity of the Office of Activities to successfully plan and stage events that coincide with the mission of the Office of Activities.

**SECTION 1.02   ASB Activities Director**

**(a)**   **General Responsibilities**

(i)  Oversee, coordinate, and support the Campus Activities Board (CAB) in the planning and executingof events and activities that follow the university mission and the purpose of the Office of Activities.

(ii) Report and communicate planning, and implementation of events and activities to the ASB Activities Advisor.

(iii) Lead weekly meetings with all CAB Members.

(iv) Coordinate with the communications director to synchronize marketing and activities planning.

(iv) Coordinate the recruitment and selection of all Campus Activities Board Personnel.

(v) Submit requests for publicity to the Communications Director with enough time to effectively market the event.

(vi) Support ASB sponsored events and activities as appropriate. Appropriateness may be determined in consultation with the Director of Community Life.

(vii) Manage all ASB’s storage spaces in conjunction with Director of School Spirit and Director of Student Relations.

(viii) The incoming Activities will have summer responsibility to plan the upcoming year, meet with the incoming board of directors, and meet and plan in collaboration with the Assistant Director of Activities for a maximum of 20 hours a week.

(ix) The incoming Activities will have summer responsibility to plan the upcoming year, meet with the incoming board of directors, and meet and plan in collaboration with the Assistant Director of Activities for a maximum of 20 hours a week.

(x) Attend two Diversity Leadership Scholarship Trainings coordinated by the Office of

Multicultural and International Student Services per semester. This requirement shall be reviewed annually with the director of OMISS.

(ix) Serve on the Dorm Competition committee with the Director of School Spirit and President

i. Atleast one dorm competition is non-athletic

**(b)**   **Administrative Responsibilities**

(i)  To attend all weekly business meetings with the Board of Directors.

(ii)  To attend a bi-weekly meeting with the Director of Community Life.

(iii) To maintain a consistent record of all forms required of the Office of Activities.

(iv) To work with the ASB Director of Finance to manage a working financial budget for the Office of Activities. The budget will be reviewed with the Director of Community Life at their regular meeting.

(v) To provide proper management of the Office of ASB Activities and Campus Activities Board. Schedule individual meetings with CAB members to build relational equity and increase team cohesion.

(vi) Upon completion of both Fall and Spring semester, the Director of Activities will appear in front of the Student Senate and report summaries of all activities and events planned and executed throughout the entire year. The Student Senate review appearance shall be completed prior to the final payment made to the ASB Director of Activities.

(vii) To spend a sufficient amount of time in training with the incoming Director of Activities and with the Director of Community Life before turnover of the office.

(viii) Be available to the student body in the form of office hours for at least four hours.

**(c)    Turnover: Training of a New Officer**

(i) Training materials can be found and shall be updated in the Guidebook for the Office of Activities.

**(d)   Turnover: Preparation for LEAD & Fall Activities**

(i) The new ASB Director of Activities will have the following responsibilities after selection during the Spring semester:

* Training with the current ASB Director.
* CAB Selection
* Attend NSLC
* Attend Board of Trustee obligations as requested

 (ii) The new ASB Director of Activities is required to work on campus over the summer to complete the following (20 hours/week):

* Secure fall activity dates by the end of May.
* Plan Welcome Back events
* NSO’s ASB Event preparation
* Clean out and organize ASB storage

(iii) The new Director will not be able to have a another job during her/his summer working term that is greater than 20 hours a week in order to be fully invested in the summer training and planning

(iv) The incoming director will be chosen by a selection committee composed of, but not limited to, the Current Director of Activities and the Director of Community Life .

**SECTION 1.03   ASB Office of Activities Personnel**

**(a) Campus Activities Board (CAB)**

(i) The Director of Activities may create a CAB board structured in any way that they believe will allow them to plan and execute all ASB Activities for the upcoming school year. With this responsibility, each outgoing Director of Activities will work closely with the incoming Director of Activities, with oversight from the Assistant Director of Community Life. This structure will also require the collaboration of the incoming Director of Finance to ensure the structure is in line with the budget for the upcoming year.

(II) The Office of Activities will hire one Assistant to help in the duties of the Director.

**(b)**    **Assistant**

(i) Assistant is responsible for all the duties of their position as stated in the handbook of the Office of Activities.

(ii) Plan and execute all activities that they are assigned by the Director of Activities.

(iii) Attend the weekly CAB meetings.

(iv) To maintain a consistent record of all forms required of the Office of Activities which include receipts, invoices, and any relevant paperwork that pertains to their assigned events determined by the Director of Activities.

(v) Maintain a level of professionalism when conversing with vendors, faculty, students, clients, and CAB.

(vi) Be able to manage a budget assigned to their event. Coordinators must ensure that their assigned events are cost effective.

(vii) Will be paid hourly contingent upon ASB budget.

(viii) Work with the website Manager under the office of the Communication Director.

i. Meet weekly (or as needed) with other BoD assistants

ii. Provide all necessary information from the office of Activities for the website.

**(c)**   **Campus Activities Board (CAB) Members**

(i) CAB Members are responsible for all the duties of their position as stated in the handbook of the Office of Activities.

(ii) Attend weekly CAB meetings. During meetings, CAB Members work to plan and coordinate upcoming activities assigned to them by the Director of Activities and to give feedback on previous activities.

(iii) Attend and be an active participant in the setup of assigned activities under the leadership of the Director of Activities. Setup shall begin at least two hours before the start time of the activity, unless otherwise stated by the Director of Activities.

(iv) Attend and be an active participant in the cleanup of all activities under the leadership of the Director of Activities. Cleanup shall begin immediately after the conclusion of the activity.

(v) Will be paid a stipend determined by the Director of Finance at the end of each semester upon completion of all their duties.

**(f)**   **General Responsibilities**

(i) Multiple absences can result in a reduction of the employee’s stipend. All meeting excusals must be approved by the Director of Activities prior to meeting time.

(iii) The Campus Activities Board represents ASB Activities. Each employee is required to uphold the PLNU Community Living Agreement and must act with integrity as a part of the Campus Activities Board. Failure to do so may result in the employee being relieved from their position.

**(g)**   **Application Process and Interviews**

(i) Applications for all positions should be posted on the ASB Website before interviews.

(ii) All applicants are to be interviewed and informed of the hiring decision within two week’s time.

(iii) Current Campus Activities Board Personnel are required to reapply for each upcoming academic year. Acceptance will be based on previous attendance, participation, and willingness to be a part of the CAB team.