

CAMPUS CENTER BOARD POLICIES

ARTICLE I. STATEMENT OF PURPOSE

SECTION 1. DEFINITION

The Campus Center Board (CCB) is one of five Chartered Student Organizations at the University of Hawai'i at Mānoa.

The Campus Center Board (CCB) is responsible for the oversight of the Campus Center Complex, which includes: Campus Center, Hemenway Hall, and Warrior Recreation Center buildings, surrounding courtyards, and gathering places. CCB is also responsible for the facilities in which CCB programs operate in, such as designated spaces at lower campus used for recreational programming. CCB works in collaboration with faculty and staff in the University office which oversees Student Life activities to fulfill its role and responsibilities.

CCB is charged with the governance of the Campus Center Complex and all programs and services it funds. CCB provides administrative presence in its operations. CCB meets on a regular basis and will hear any proposed changes to existing policies and procedures, and may vote on changes after a proposal has gone through a Rules and Policies committee meeting. Following this meeting, a motion may be made from the committee to accept proposed changes. Proposals may also be denied based on the criteria outlined in the CCB Policies.

ARTICLE II. CAMPUS CENTER BOARD MEMBER ROLES AND RESPONSIBILITIES

SECTION 1. AVAILABILITY

CCB members are required to attend all general and committee meetings, as well as additional service hours, as needed to fulfill the duties of their positions.

SECTION 2. PERFORMANCE OF DUTIES / ACCOMPLISHMENTS

Board members are expected to follow the guidance of their committee chairs. Committee chairs are expected to follow the guidance of the Executive committee as well as chairs of any other committee in which they sit. At the end of each quarter, each member will submit a self-evaluation form.

At the end of each quarter, committee chairs will meet with each of their members to discuss performance. This meeting will serve as a quarterly performance evaluation. After this meeting, the committee chair will fill out a performance evaluation form.

SECTION 3. MEMBERSHIP DEVELOPMENT

Board members are expected to attend all Board sponsored training sessions. If a member is unable to attend a training, he or she must inform the Executive committee at least 24-hours prior. Failure to attend a scheduled training may impact a member's award for service, at the discretion of the Executive committee.

SECTION 4. MEMBERSHIP DECORUM

Board members reflect upon the CCB. Therefore, members are encouraged to carry themselves in an upstanding manner, especially when representing the Board in formal settings. The Executive committee is responsible for overseeing membership decorum.

SECTION 5. BOARD TRAVEL

Periodic travel for training may be necessary for professional leadership development. The current year's ACUI Region 1, National and ILEAD conferences will determine destinations. The CCB may approve other travel determined to have potential benefit.

Funds for CCB Travel will be allocated annually by the Budget and Finance committee. Additional funds may be obtained by the CCB through grants and fundraising activities. Members traveling will have registration, transportation, and room and board completely paid by the CCB.

CCB members can only be approved for one CCB sponsored travel per two-year term.

Members wishing to travel must apply. Advisors and student managers employed by the CCB can also submit applications for travel.

An ad-hoc committee will be formed to handle all travel issues. The committee will be made up of no more than four (4) Executive members, who are not eligible for travel or not seeking travel in the current fiscal year, and one non-voting advisor. If an executive member applies for travel in the current fiscal year, s/he will be excused from the proceedings. The committee may choose to consider among other things, remaining length of term, skills and possible future service to the CCB. The committee will be responsible for establishing guidelines, timeframes, deadlines, selecting participants, and other specifications for travel. The guidelines must include an application and essay.

All persons selected to travel must complete the following items upon return:

- A. A presentation of trip to the CCB at the next general meeting;
- B. Create an information folder of literature from workshops attended within two (2) weeks of return.

Failure to complete these items can be reflected in the monthly evaluation form.

SECTION 6. NON-STUDENT MEMBERS

Definitions of non-student board members:

- A. Alumni – Any person who has received a degree from University of Hawai'i at Mānoa (UHM) and is not currently a student at UHM.
- B. Affiliate – Any UHM Faculty and Staff.
- C. Associate – Any individual who is not a student of UHM, is willing to pay the Campus Center (CC) fees in order to participate in CC programs and services, and shows the potential to contribute to the development of students and the campus. Full Board approval is required for associate membership.

Alumni, Affiliate, and Associate members are VOTING Campus Center Board (CCB) members who are NOT registered students of UHM.

Non-student CCB members are held to the same roles and responsibilities as all Board members as outlined in CCB Policy, ARTICLE II, SECTIONS 1 - 4.

ARTICLE III. CAMPUS CENTER BOARD OFFICE

SECTION 1. PURPOSE

The purpose of the CCB Office and its staff is to assist Board members so that they may effectively serve their student constituency. The CCB Office functions as a multipurpose service area, for Board members to be available to students, follow-up on tasks related to students' inquiries, work, and meet with other Board members and Campus Center staff during the school day.

The Campus Center Board Office is for Board member use only and any one who is not Board affiliated must be with a Board member present in the office at all times.

SECTION 2. STAFF

The staff of the Campus Center Board shall be responsible for duties as outlined in their position description(s). They are referred to as staff in this document.

SECTION 3. OPERATIONS

- A. Office Hours - The CCB Office hours shall be posted at the beginning of each semester and will reflect the work hours of the staff. The Executive committee of the CCB may approve exceptions to office hours.
- B. Work Space - At all workstations in the CCB office, there is a phone, computer, and desk for use by committee members. Board members and committees may use each workstation when working on tasks related to the CCB and its committees. CCB tasks have priority in use of office equipment and office workspace.
- C. Office Security - The security of the CCB Office is the responsibility of all Board members. It is of utmost importance that the office remain securely locked when unattended.
- D. Fiscal Documents - One of the major tasks of the staff is to initiate fiscal documents in compliance with University of Hawai'i procurement policies to ensure the payment of vendors and individuals for their services. When planning an event appropriate Board members should meet with the staff at least 4-6 weeks prior to the event to ensure the proper processing of these documents. For vendors requiring pre-payments or event day payment please work with the staff 6-8 weeks before the event.
- E. Agendas/Minutes/Reports - Agendas compiled by committee chairs are to be posted within one working day prior to a committee meeting. Reports and minutes are to be posted within three working days after a committee meeting is held.
- F. Bulletin Board - The CCB Bulletin Board is located across of Campus Center Rm. 208. It is the responsibility of the staff to post the current agenda and minutes of the general Board on the Bulletin Board, as well as any other important information.

SECTION 4. OFFICE EQUIPMENT

- A. Office Equipment and Supplies - All office equipment and supplies are available for the use of current CCB members. Office supplies are inventoried once a semester or when necessary by the staff. Board members should request supplies from the staff.
- B. Copy Machine - The copy machine located in Room 212 is for business use only. In order to prevent misuse of the copier it is secured with an access code. Board members who request copies may do so through the staff.
- C. Office Phones - All phones are available for Board members use. The staff will check for any messages and pass them on to the respective committees. All long distance calls for CCB business require an access code, which will be entered by the staff. Long distance phone calls should be properly logged with the staff.
- D. Fax Machine - The fax machine number is 808-956-4066. All incoming and outgoing faxes should be logged in the gray binder adjacent to the fax machine (date, destination, number sent/received, purpose, and initials of the Board members and number of pages).
- E. Filing Binders - Each member has their own binder and all current CCB documents are filed in these series of binders located on the desk adjacent to the staff desk.
- F. Office Computers - Computers are available for the use of the Board members and office staff to assist them in their duties. Individuals may use CCB owned computers for academic related purposes. Such academic related use shall not interfere, disrupt or disturb the operations of the office in any way, and Board members who are working on CCB related activities have distinct priority of computer use over members using the computers for any other purposes.

Computers may not be taken out of the CCB office for any reason at any time, without the permission of the President. All computers procured by CCB funds are considered CCB-owned equipment and property. Such equipment and property are intended to further the mission of the CCB and is not intended for exclusive, private, or personal gain of individuals using them. Furthermore, because computers are expensive and often difficult to replace, the inappropriate, careless, negligent, destructive or unsafe use or operation of the computers may result in disciplinary action and/or termination of membership of the individual responsible from the Board.

Examples of computer misuse are:

1. Careless downloading of web materials (intentional or unintentional) with virus-infected programs,
2. Introducing virus infected disks into the office network or individual computer
3. Downloading potentially harmful files, documents, or programs to the computer's memory,
4. Using up hard drive disc space for personal reasons (MP3's, games, etc.),
5. Allowing someone who is not a Board member to use the computer without supervision

ARTICLE IV. CAMPUS CENTER BOARD AWARD FOR SERVICE POLICY

SECTION 1. EXECUTIVE COMMITTEE'S ROLE

Each Board member is responsible for submitting a quarterly self-evaluation (every three months) to the staff. Each committee chair is also responsible for submitting a quarterly member evaluation (every three months) for each member in their committee to the staff. The Executive committee will review the evaluations and determine the award for service for each member per quarter. Members may appeal to the Executive Committee for reconsideration if they are not in agreement with their initial award. The final decision rests with the Executive committee.

SECTION 2. PERFORMANCE EVALUATION CRITERIA

Each Board member is required to demonstrate his/her active, ongoing participation in, and completion of assigned CCB duties, such as, but not limited to the following:

- A. Meeting Attendance and Availability - All members are responsible for attending both committee and general meetings of the CCB, as well as any public hearings. Board members must also be responsive to emails and other correspondence. This ensures that Board members are available to constituents, other CCB members, and staff.
- B. Member Development - Board members are required to complete scheduled orientations, training and development programs, and activities stipulated by the CCB.
- D. Member Decorum - Board members are expected to show decent behavior when representing the CCB during any of its meetings and sponsored events, and while in the Campus Center Complex, respecting individual people's privacy, property, and freedoms from harassment, ridicule, or other demeaning acts.

Failure to fulfill these requirements may impact a member's award for service, at the discretion of the Executive committee.

SECTION 3. EVALUATION FORM FISCAL PROCESS

All completed quarterly evaluation forms are due to the staff by the first business day of each quarter and will be evaluated by the Executive committee at the next committee meeting. Late forms will not be processed until the following evaluation period. Once the Executive committee has approved the awards for service, the staff will complete the necessary fiscal documents and route to the appropriate University employees (advisor, fiscal office, senior student affairs administrator, etc) for approval. The fiscal office will notify the staff when the award for services are available for pickup. The staff will in turn notify the CCB.

ARTICLE V. CAMPUS CENTER BOARD EXECUTIVE MEMBERS

SECTION 1. PRESIDENT

The President shall serve as Chair for the Board as well as the Executive committee. The President is responsible for planning and running all General and Executive committee meetings. For these meetings, the President is responsible for writing and distributing agendas and making sure that minutes are properly logged and posted.

The President also is responsible for assigning all CCB members to committees (with the exception of the Membership committee which normally includes representation from ASUH and GSO), as well as assigning all tasks to committees, creating ad-hoc committees, and assigning Board members to other bodies as representatives of the CCB.

The President shall also oversee the activities of the staff and the use of the Campus Center Board office, as well as sit on any departmental committees established to monitor the overall business of Campus Center service areas, staff, and development.

SECTION 2. VICE PRESIDENT

The Vice President shall serve as the President in the event where the President is absent, responsible for the duties described for the President. The Vice President is a member of the Executive committee and shall also oversee the training and development of all CCB members. The Vice President shall work with the Membership committee chairperson to create at least one (1) training meeting per semester.

SECTION 3. SECRETARY

The Secretary shall serve as the recording officer of the CCB. The Secretary shall be responsible for maintaining the minutes and all other official records of the CCB. The secretary shall serve as a member of the Executive committee. Duties of the Secretary are the recording of minutes at General Meetings, preparing and editing minutes prior to approval at the General Board meeting, and posting approved minutes for the public within 72-hours of Board approval.

SECTION 4. TREASURER

The Treasurer is fiscally responsible for CCB. The Treasurer shall serve as the chair of the Budget and Finance committee and as a member of the Executive committee. The Treasurer is also responsible for developing and coordinating strategies that provide for Board development of budget plans and modifications to the budget after one has been approved, overseeing the process of ongoing scrutiny of the implemented budget for the Board, and developing and coordinating strategies to evaluate and modify the budget incorporating staff and Board recommendations. The Treasurer will also be responsible for holding quarterly budget variance reviews and maintain a process for budget amendments.

ARTICLE VI. CAMPUS CENTER BOARD COMMITTEES

SECTION 1. EXECUTIVE COMMITTEE

The Executive committee is responsible for overseeing the operations for the entire CCB, especially focusing on the training of new members, approving awards for service, and being accountable for all Board actions. The Executive committee shall also be responsible for approving emergency budget requests and informing the Board of such actions at the next general meeting. The Executive committee is comprised of the President, who is chair, the Vice President, Secretary, Treasurer, and a non-voting advisor.

SECTION 2. BUDGET AND FINANCE COMMITTEE

The Budget and Finance committee is charged with researching, recommending and evaluating the Campus Center Board budgets, its plans of action, effectiveness and efficiency.

A. Duties

1. Develop strategies to ensure that budget plans and programs are consistent with the organization-stated goals and purposes.
2. Conduct regular review sessions to ensure conformity to the budget plan of action, note variances and collaborates strategies with staff to offset potential losses.
3. Review, research and recommend action to the Board on matters that affect the already approved budget such as appropriation of funds not already approved.
4. Review, address and recommend actions to ensure the adequacy of reserve accounts of the CCB to protect the immediate and long term viability of the building, its programs, the services and revenue producing activities the Board sponsors.
5. Explore new ways and methods of expanding the revenue base of the budget and the summarizing of expenditures of the organization.
6. Network with other student unions and research all budget related issues.
7. Review all alternative budget requests necessary for the operation of the Campus Center Complex that are outside the approved budget categories and make recommendations to the CCB.

SECTION 3. CAMPUS RELATIONS COMMITTEE

The Campus Relations committee shall be responsible for all marketing of the Campus Center including but not limited to advertising, public relations, and promotions. The committee shall be responsible for ensuring the production of a Campus Center inclusive marketing plan.

The Campus Relations committee shall also be responsible for establishing and maintaining public relations among Campus Center Complex constituents, including but not limited to, Chartered Student Organizations, Registered Independent Organizations, other departments, newspapers, and other media.

The Campus Relations committee shall also be responsible for selecting the recipients of the awards for the End of the Year Banquet, such as, but not limited to:

Most Valuable Team Player Award (Student Award) - In recognition and honor of contributing to team effort and team effort and team morale in the Campus Center Complex.

Exemplary Service Award (Student Award) - In recognition and honor of exemplary service and commitment in the Campus Center Complex

Outstanding Student Employee Award (Student Award) - In recognition and honor of outstanding contribution and service in the Campus Center Complex

UH CCB Ellingson-Bitner Award - In recognition and honor of outstanding contribution to student activities at University of Hawai'i at Mānoa commensurate with the example of the men of whom the award is dedicated

SECTION 4. FACILITIES MANAGEMENT COMMITTEE

The Facilities Management committee oversees the Campus Center Complex by reviewing, researching, and recommending changes on all usage of space at the, to include its tenants, lease holders, and contractors. The committee is responsible for facilitating all proposals concerning renovations and changes in space usage for the Campus Center Complex; and the regular review of all current use of space while making recommendations for changing this use of space when appropriate. The Facilities Management committee is also responsible for the following areas:

- A. Service Area Review - Each year the Facilities Management committee is responsible to review each of the service areas which are recognized via the budget. Once this process is completed the committee may propose changes to the board. If there are any changes proposed, the committee chair will submit a proposal to the board containing the old scope of service, the new scope of service, and a brief report clearly outlining the change as well as the justifications.
- B. Space Usage Reviews - During the course of the year it is the committee's responsibility to gather up data regarding the usage of the Campus Center Complex.
- C. Changing Space Allocations - The committee is also responsible to make any changes to the space allocation of the Campus Center Complex. In order to do so, the Chair will submit a proposal to the Board containing the proposed change (using a floor map to outline changes) as well as the justifications.
- D. Other Responsibilities
 1. The committee also assists in development of systematic approaches to enhancing the awareness of the variety of services offered at the Campus Center Complex.
 2. Identify the service needs of the campus community and target groups while working with staff to determine the feasibility of establishing such needs.
 3. Assess user satisfaction, impact of services, and advise staff of Board actions concerning the complex.
 4. Work with staff in administering rental agreements in the Campus Center Complex through committee vote and approval, and bringing proposals for to the attention of the Board during a General Meeting
 5. Identify the need for construction and renovation projects while working with staff to determine the feasibility of such projects.

SECTION 5. MEMBERSHIP COMMITTEE

The Membership committee is responsible for publicly announcing all available Board positions, setting applicant appointments, screening all applicants, recommending new members for official appointment, forwarding a memo with appointees to the Senior Campus Student Affairs Officer for official appointment along with resume, and keeping track of alternate appointees.

The Membership committee is comprised of one (1) member from the CCB, who will serve as the Chair, and one (1) University of Hawai'i faculty member, who serves as a non-voting advisor. One (1) member from the Graduate Student Organization and two (2) members from the Associated Students of the University of Hawai'i will be asked to sit in on any interviews. However, if no members of either of these organizations are available, CCB members who have no relation to the applicant may be asked to serve as voting members of this committee at the discretion of the chair.

The Membership committee is also responsible for managing the faculty support network, consisting of university faculty open to allowing Board personnel to speak in favor of joining the CCB in front of classes.

SECTION 6. RULES AND POLICIES COMMITTEE

The primary function of the Rules and Policies committee is to review, research, advise and/or to recommend to the Board possible changes to terms and conditions of the CCB Charter, its By Laws, changes to Campus Center Complex policies, and any other rules, policies, and procedures that may need to be developed or modified within the Campus Center Complex

- A. Rules and Policies Annual Report - At the end of each academic year, the Rules and Policies committee will prepare a report outlining all policy changes within that year.

The Rules and Policies committee shall meet to discuss proposed Campus Center Complex policy and procedural changes whenever they may arise.

SECTION 7. AD HOC COMMITTEES

- A. Functions and Duties - The CCB President may form an ad hoc committee whenever needed. Upon completion of the given task the ad hoc committee is dissolved. The CCB President will declare a committee chair at time of formation. This chair is responsible for setting the meeting time and place, setting the agenda, delegating duties to members, and making reports at the general meeting.
- B. Members - An ad hoc committee can be made up of no less than two (2) Board members and no more than six (6) total members. Non-Board members can be committee members however they can not be chair of the committee. All non-Board members serving on the committee must be appointed by the President.

ARTICLE VII. COMMITTEE CHAIRPERSONS AND MEMBERS

SECTION 1. COMMITTEE CHAIRPERSON POSITIONS

Chairperson positions, with the exception of Budget and Finance, will be nominated/approved positions through the board. However, if positions are not filled, Executive members will fill the positions on a temporary basis. Furthermore, if Executive members would like to be nominated

for chairperson positions, they may do so, as long as their Executive positions and responsibilities are not compromised.

SECTION 2. COMMITTEE CHAIRPERSON RESPONSIBILITIES

The committee chairperson shall preside and act as facilitator of committee meetings. The chairperson shall call the committee meeting to order, be responsible for the minutes of the meeting, and for meeting adjournment. The committee chairperson shall post and/or distribute an agenda for the upcoming committee meeting at least one working day prior to the scheduled committee meetings.

In committee meetings, the committee chairperson shall be responsible for delegating tasks to his/her committee members, as deemed necessary, and in a quantity that is acceptable to the committee member.

In the instance that the chairperson is absent from the committee meeting, he/she will either have someone else take responsibility for facilitating the meeting, or the meeting will be rescheduled for another date when the Chairperson can be there.

The committee chairperson shall evaluate each committee member's productivity within the committee each quarter by completing each member's committee evaluation form. His/her recommendations are reviewed by the Executive committee.

Committee chairs are responsible for reporting any business of the committee to the Board as well as handling issues/concerns that the President assigns to the committee and following up on committee members and ensuring that issues/concerns are completed in a timely manner.

A. Budget and Finance Committee Chairperson

As chairperson of the Budget and Finance committee, responsibilities include researching, recommending and evaluating the CCB budgets, its plans of action, effectiveness and efficiency. The chairperson shall ensure that the committee develops strategies to ensure that the budget aligns with the CCB goals and purposes. The chairperson shall also ensure that all other responsibilities of the committee, further discussed in these policies are completed.

B. Campus Relations Committee Chairperson

As chairperson of the Facilities and Management committee, responsibilities include marketing of the Campus Center Complex through advertising, public relations, and promotions. The chairperson shall ensure that the committee is establishing and maintaining public relations among Campus Center Complex constituents, including but not limited to, Chartered Student Organizations, Registered Independent Organizations, other departments, newspapers, and other media. The chairperson shall also ensure that all other responsibilities of the committee, further discussed in these policies are completed.

C. Facilities and Management Committee Chairperson

As chairperson of the Facilities and Management committee, responsibilities include overseeing the Campus Center Complex by reviewing, researching, and recommending changes on all business related to the space in the Campus Center Complex, its

tenants, lease holders, and contractors. The Chairperson shall ensure that all facilities related proposals are handled in an effective and efficient manner. The chairperson shall also ensure that all other responsibilities of the committee, further discussed in these policies, are completed.

D. Membership Committee Chairperson

As chairperson of the Membership committee, responsibilities include recruiting and appointing new members of the board. The chairperson shall also ensure that all other responsibilities of the committee, further discussed in these policies, are completed.

E. Rules and Policies Committee Chairperson

As Chairperson of the Rules and Policies committee, responsibilities include maintaining the regular review and development of all Campus Center Board and Campus Center Complex policies and procedures, including the Service Areas Operating Procedures Index, and the policies and procedures of the Activities Council and Recreation Sports Council. The Chairperson shall compile an annual review of all changes made to any rules and policies throughout the year. The Chairperson shall also ensure that all other responsibilities of the committee, further discussed in these policies, are completed.

SECTION 3. COMMITTEE MEMBER RESPONSIBILITIES

As a committee member, one is expected to fulfill any duties assigned by committee chairpersons. This includes attending committee meetings, discussing and voting on issues brought to the committee, completing assigned tasks as delegated by the committee chair in a timely and qualitative manner that is acceptable to the chair, and report to the chair on task-completion and tasks in progress in committee meetings.

Committee members are responsible for turning in quarterly evaluation forms to the staff, for each committee they are a part of, which will be factored in to their award for service amounts.

ARTICLE VIII. PROGRAMMING ARMS

The Programming Arms of CCB are Activities Council (AC) and Recreational Sports Council (RSC). The budgets for the Programming Arms are proposed annually and must be approved by the Board. A representative of each Programming Arm shall attend regularly scheduled General Meetings of the Board and present a report. The Board may identify Signature Programs for each Programming Arm to implement annually, at its discretion. The Operating Policies of the CCB's Activities Council and the CCB's Recreational Sports Council are developed by the Programming Arms and must be approved by the Board.

ARTICLE IX. ADVISORS OF THE CCB

Advisors of the CCB will include the Director of the University's Office that oversees Student Life Activities, as well as unit Directors within said office in consultation with the President of the CCB. The CCB may also seek advice from additional parties when special expertise is needed.

SECTION 1. DUTIES OF THE ADVISORS

Advisors will attend meetings of the bodies they advise and meet with the presiding officers (President and/or committee chairs) weekly or whenever a meeting is requested. Advisors will attend meetings whenever there is an action item on an item of relevance to their advising duties.

CCB advisors will meet together regularly to ensure their collective guidance is consistent with CCB's mission. Advisors are expected to offer information, perspectives, and advice on issues and concerns related to the activities and operations of the Campus Center Complex to the Board.

Advisors will follow-up promptly on requests for information made by the CCB and/or will refer Board members to appropriate parties or offices. Advisors will inform the Board of actions taken by Campus Center Complex staff that directly impact student life, student empowerment, the Campus Center Complex, and CCB policies or procedures.

Advisors are to give assistance to the Board and committees where needed, making sure that the CCB is accomplishing its goals. In the case where a Board member may not be fulfilling the duties as described by the CCB Charter and/or CCB Policies, the advisor shall inform the Executive committee.

SECTION 2. ADVISOR / BOARD MEMBER RELATIONSHIPS

Advisors are expected to maintain good professional working relationships with advisees of the Board and committees. It is expected that the Advisors will be attentive to legal matters and management of risks in programs, activities, and services, and relate any information regarding liability issues to the CCB immediately. Advisors also have the obligation to stay informed with the activities of the CCB and make sure that Board members are following up on the tasks of the Board.

ARTICLE X. DIRECTOR

SECTION 1. SELECTION / SCREENING COMMITTEE

Per the CCB Charter, a CCB member shall be included in the screening for the Director of the office that oversees Student Life Activities for the campus.

SECTION 2. DUTIES

The Director shall manage and oversee the Campus Center facilities, services, and operations in collaboration with unit directors of the office, in line with priorities set forth by the Board through its budget process and/or other related processes.

The Director shall meet with the CCB President regularly to discuss any and all matters of importance. The Director shall attend all CCB General Meetings and report directly to the Board any and all activities that affect the Campus Center Complex's interests even if the activities in question are indirect. The Director shall report to the Board all actions that affect student life or student empowerment.

The Director shall select Advisors to serve individual committees of the CCB in consultation with the CCB President. It is the further duty of the Director to make sure that CCB members and its

Advisors are working collaboratively towards achieving the mission of the Board and the mission and functions of the Office that oversees Student Life Activities.

The Director shall assist CCB with functioning properly, and according to its Charter, policies and procedures.

The position of the Director entails significant administrative, advising, and instructional responsibilities for the promotion of empowering student leadership through the management of Campus Center personnel and facilities. The Director shall provide leadership, supervise Campus Center Advisors, and evaluate Campus Center personnel directly or through appropriate unit directors.

The Director shall consult with campus community members, as defined in the CC Complex Operations Policies, on the development and evaluation of goals, programs, and services that fosters the improvement of student life in the Campus Center Complex.

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