



EXPECTATIONS OF THE PRESIDENT

POSITION REQUIREMENTS:

- * Membership in CBTv for one full year prior to applying
- * Commit a minimum of ten hours a week to the position
- * Attend meetings after school and special officer meetings off campus
- * Exceptional Leadership and Communication Skills

OVERALL RESPONSIBILITIES:

- * Create a Program of Work for the 2012-2013 Officer Team with Executive Director.
- * Attend weekly meetings with Executive Director and Executive Producer.
- * Schedule, preside over, and conduct all CBTv meetings.
- * Learn and understand the rules of parliamentary procedure.
- * Coordinate and guide the efforts of all officers.
- * Counsel with other officers regarding their duties and responsibilities.
- * Evaluate performance monthly of the CBTv officers.
- * Follow up with officers and their respective projects.
- * Plan, coordinate, and implement weekly Officer Meetings.
- * Prepare and distribute a written agenda for each meeting.
- * Represent CBTv at special events and other out of school organizations.
- * Serve as an Expert in all things CBTv.
- * Promote energetic activity when dealing with officers and members through the display of his/her enthusiasm.
- * Inform the advisor of any and all conflicts as soon as a conflict presents itself.
- * Act as a leader for CBTv.
- * Complete other tasks assigned by the advisor.
- * Hold yourself and everyone else to the highest standards and accept nothing else.