



# EXPECTATIONS OF THE VICE PRESIDENT OF PROMOTIONS

## **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

## **OVERALL RESPONSIBILITIES:**

- \* Promote **ALL** CBTv events by creating banners and flyers for around campus.
- \* Serve as Secretary and prepare for every meeting the minutes from previous meetings.
- \* Represent and promote CBTv to Cypress Bay High School and the surrounding community and businesses.
- \* Organize and plan airing dates for commercials.
- \* Manage the CBTv website and keep it up to date.
- \* Take notes and prepare minutes of each officer and general meeting.
- \* Keep proper files and copies of all outgoing and incoming correspondence.
- \* Prepare all necessary chapter records.
- \* Keep a record of votes cast.
- \* Work with Advanced Cable and Executive Producer to prepare CBTv Weston to be aired on cable television.
- \* Represent CBTv at special events and other out of school organizations.
- \* Be willing to help any other officer with their activities.
- \* Promote energetic activity when dealing with officers and members through the display of his/her enthusiasm.
- \* Be willing to stay after school to fix any problems that may arise within your position.
- \* Act as a leader for CBTv.
- \* Complete other tasks assigned by the advisor.