



## Executive Board Position Descriptions

All positions, unless otherwise noted, require 10 office hours per week in the UPB Office.

**President:** Oversees and mentors all coordinators of the Executive Board, coordinates meetings of the executive board and MOB (Volunteer Base) and oversees all Union Programming Board events. Responsible for generation of agendas for executive board meetings and coordination of MOB meetings. The President also represents UPB on University committees as required, represents UPB at certain public events and is responsible for making sure that UPB complies with Office of Student Involvement policies. This position will also need to complete work over the summer.

**\*\*15 hours per week**

**Vice President of Marketing:** Takes charge of promoting every event through social media and traditional media. Handles relations with all media outlets. Designs and takes responsibility for distribution of flyers. Responsible for hosting informational tables on campus to promote events and recruit members. Takes attendance and minutes for all meetings. Is responsible for the duties of the President in the absence of the President. Will need to plan certain events as determined by the President. This position will also need to complete work over the summer.

**\*\*15 hours per week**

**Rootopia Coordinator:** Plans and implements large-scale Rootopia events (major concert or comedy) every year. Takes responsibility for gathering student feedback for these major events.

**Arts & Perspectives Coordinator:** Plans and implements programs that enhance the UMKC experience with activities centered on diversity, inclusion, arts, current issues, advocacy and awareness. This position plans and implements discussions, interactive events and lectures focusing on campus issues, current events, arts, politics, diversity, human rights issues, etc.

**Roos in the City Coordinator:** Plans events that engages UMKC students with the greater Kansas City community and provide opportunities for the cultural enrichment of UMKC students.

**Roo Traditions & Spirit Coordinator:** Works with the executive board and Athletics Department to develop new and traditional programs that focus on and enhance students' physical, emotional and social well-being through the promotion of school spirit. Serves as the chair of the Court Warming Committee.

**After Hours Coordinator(s):** Plans and implements large scale late night and weekend substance-free entertainment and activities programming twice per month. Including, but not exclusive to, Late Night Breakfast and the annual Talent Show. Plans and promotes the Films Series of the University Program Board.