

Up 'til Dawn@ RIT Executive Board Positions and Job Descriptions

Thank you for your interest in serving on the **Up 'til Dawn@RIT** Executive Board! The following is a list of all available positions and a brief job description:

Executive Director

The Executive Director is responsible for the overall management of the program and serves as the liaison between the Executive Board and ALSAC, the community and campus. The Executive Directors sets the tone and direction for the entire "Up 'til Dawn" program and must make sure all duties are being carried out to ensure a successful "Up 'til Dawn".

Assistant Director

The Assistant Director serves as the right hand of the Executive Director and helps assist with the overall management of the program.

Web and Social Media Chairperson

The Web and Social Media Chairperson is responsible for developing and maintain the club's website, as well as our presence on social media sites such as Facebook and Twitter. This person works closely with the Public Relations Chairperson.

Treasurer

The Treasurer maintains the club's budget and ensures that club financial transactions follow policies of the Center for Campus Life. Must obtain Center for Campus Life Financial Certification for Clubs.

Morale Chairperson

The Morale Chairperson is responsible for motivating the participants and Executive Board about "Up 'til Dawn." The Morale Chairperson oversees the morale captains, develops a spirit point system for teams, and creates activities to keep participants excited about "Up 'til Dawn."

Teams Chairperson

The Teams Chairperson is responsible for recruiting teams, communicating information to teams, and acts as the liaison between teams and the Executive Board.

Public Relations Chairperson

The Public Relations Chairperson is responsible for coordinating all publicity on campus and in the community. This person works closely with the Web and Social Media Chairperson.

Entertainment Chairperson

The Entertainment Chairperson is responsible for coordinating and booking all entertainment for all "Up 'til Dawn" events.

Fund raising Chairperson

The Fund raising Chairperson is responsible for developing and implementing a fund raising strategy. This includes planning and implementing the letter writing campaign.

Sponsorship Chairperson

The Sponsorship Chairperson is responsible for soliciting corporate sponsorships, catering donations, monetary donations, door prizes and giveaways.

Advocacy Chairperson

The Advocacy Chairperson is responsible for educating the Executive Board and participants about St. Jude Children's Research Hospital and providing service learning opportunities for participants.

Logistics Chairperson

The Logistics Chairperson is responsible for coordinating all logistics associated with any "Up 'til Dawn" events (i.e. reserving locations, determining power and electrical needs, etc.). Must earn EVR Certification for the Center for Campus Life.