

Community Service Council 2007-2008 Cabinet Positions

Chair, Lori Reinert

The Chair's responsibilities are outlined in Article IV of the Community Service Council (CSC) Constitution:

- Run meetings
- Serve as liaison to the Institute
- Write agendas
- Facilitate discussion
- Mediate conflict
- Organize member at large application process

The Chair defines CSC's main goals of the year, and he or she oversees the progress of the other Cabinet members as they work toward the overall mission of the council. This position represents the council to the Institute and creates partnerships with administration and other organizations on campus. He/she also offers support to individuals and organizations who wish to take part in the Community Service Council.

Secretary, Kyle Schwing

Duties of the secretary include the following:

- Take minutes at cabinet and general meetings, and distribute these minutes to the council
- Maintain calendar of CSC events
- Work with Office of Community Service to update and maintain current organization records
- Perform duties of Chair in absence of the elected Chair

Endowment Chair, Colleen Gootee

The endowment chair's responsibilities (from Article IV of Constitution) are as follows:

- Form endowment committee from CSC members and external students
- Develop and maintain allocation process
- Develop endowment
- Liaison to cabinet and general members

The endowment chair works closely with the CSC members, advisors, and GT Office of Development to start, and eventually maintain, an endowment. The process is long and involved, but the chair receives help and support from many people. The foundation for the endowment has been made, and the next endowment chair will have the opportunity to continue its progress. In addition to working on the endowment, the endowment chair aids in other financial responsibilities such as forming the budget, helping other CSC organizations budget and fundraise, and acting as a resource for other CSC organizations.

Public Relations/Outreach Chair, David Ward

Responsibilities of this position include the following:

- Raise awareness of the Community Service Council to service organizations, to other campus leaders, and to the larger Tech community.
- Develop partnerships across campus that can serve to further the mission of the Council.
- Maintain and update a collection of resources that can benefit service organizations (currently hosted on T-Square).

If you are interested in running for one (or more) of these positions, please submit a letter of intent to Lori Reinert at LReinert@gatech.edu by Tuesday, April 1. This platform should be no longer than a page and should outline your qualifications, why you are interested in the position, and what ideas you may have for the coming year. Additional space is permitted if running for more than one position. Experience with the Community Service Council, though welcomed, is not required for Secretary, Endowment Chair, or Publicity/Outreach.

Deadlines

- Letters of intent due Tuesday, April 1
- Elections held at the CSC general meeting on Tuesday, April 8 at 7:00pm in the Office of Community Service (Suite 141 of the Flag building)

If you have any questions or would like to learn more about the council, feel free to contact CSC Chair Lori Reinert (LReinert@gatech.edu).