



Officer Positions and Responsibilities (subject to change annually)

All Officers:

- Organize, prepare for, and participate in regular meetings with advisors
- Attend and participate in induction ceremonies
- Be present at events/tabling/orientations whenever possible
- Support current and incoming transfer students
- Arrange event reservations (catering, event space, speakers, etc.)
- Communicate with outside recruiters/associates
- Facilitate transition to incoming officers
- Check-in with advisors bi-weekly

President

- Delegate tasks to other officers
- Foster a welcoming and positive community for all transfer students
- Run CTHS Campus Connect Page
- Plan officer training/retreat with an advisor
- Lead communication and partnership with outside recruiters/associates
- Check-in with other officers as often as possible
- Coordinate staffing for CTHS events (Get Involved Fair, Study Groups, Tabling, Events, etc.)
- Lead all meetings
- Main speaker at events and socials (ex. U of U Instagram takeover)
- Other duties as needed

Vice President

- Substitute for President whenever necessary
- Plan, organize, and coordinate social events or projects
- Supervise clean up after each planned activity
- Be in contact with community service offices at the University and in Utah
- Reach out to campus and community partners in search of new opportunities
- Other duties as needed

Marketing/Secretary

- Manage social media platforms
- Create a marketing strategy, delegate to other officers if necessary

- Make advertisements for events
- Inform members of upcoming events and opportunities via Instagram or regular Newsletter
- Other duties as needed

Election Timeline

- Officer application opens: February
- Officer elections and announcement of new officers: March