



## **Council Officer Position Descriptions**

### *General Council Officers*

#### **Responsibilities to be split among council officers:**

- Arranges programs for meetings, including:
  - Selection of topic, speaker, schedule of events, etc. focused on talent development
  - Create posts on CUESNet to attract more registrants
    - \*An event planning how-to, as well as a how-to for creating CUESNet discussion posts can be found at the [CUES Council Officer Toolkit](#)
- Writes and designs flyers for meetings (at least one month prior to the meeting)
- Coordinates facility needs and serves as coordinator for meetings at hotels
- Checks meeting room
- Arranges for audio/visual aids
- Introduces speakers
- Prepares evaluation forms for participants, and tabulates results for council officers
- Understands and abides by the following documents: [Council Bylaws](#), [Reporting Guidelines](#), and [UBIT](#)