

## **Jaguar Production Crew Bylaws Augusta University**

### **Article I: JPC Executive Board Duties & Responsibilities**

#### *Section 1 – Executive Board*

##### A. President

The President of the JPC shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, entities, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Oversee, investigate, and report all grievances against the JPC.
- Work with the JPC Advisor(s) to assure JPC's compliance with Augusta University policies and procedures.
- Act as a coordinating agent between the Student Life & Engagement and the Union Board.
- Complete other duties as assigned by the Advisor(s).
- Submit goals each semester to the Advisor(s).
- Preside over all JPC meetings, including Executive Board and Union Board Meetings.
  - Serve as final vote in Executive Board and Union Board Meetings in the case of a tie.
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Oversee the general operation of the JPC.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least **six** designated Office Hours each week **between 8am - 7pm**, as outlined in the JPC Constitution in Article XIV, Section 4.
- Oversee and have ultimate authority over the activities, events, and operations of the organization.
  - Participate in place of anyone not present at the activity and/or event.
- Serve as ex-officio on all Standing Committees.
- Assist the Vice President for Administration on any internal issues relating to retention and morale of Executive Board or Union Board Members.
- Assist the Vice President for Membership on any internal issues relating to retention and morale of Associate Members or Volunteers.
- Conduct the semester evaluation process for all Stipend Contracted JPC members, as stated in Article XVI of the JPC Constitution with the assistance of the appropriate Officers.
- Submit one presentation proposal to ACUI Regional or NACA Regional/Nationals Convention per year.

- Submit all relevant award applications to NACA Regional/National Convention each year.
- Shall oversee the JPC Executive Board and Union Board Member application and selection process.
- Coordinate the dissemination and completion of the Transitions Plans for all Executive Board and Union Board members.
- Prepare a transition plan for the president-elect before the end of term and implement the plan on approval from the Advisor(s). This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the Advisor(s).

B. Vice President for Administration

The JPC Vice President for Administration shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Serve as the chief representative for the JPC in the absence of the President.
- Execute the duties of the President in his/her absence.
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Assist in the general operation of the JPC.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least **six** designated Office Hours each week **between 8am - 7pm**, as outlined in the JPC Constitution in Article XIV, Section 4.
- Assist in the oversight of the activities, events, and operations of the organization.
  - Participate in place of anyone not present at the activity and/or event.
- Coordinate correspondence for Executive Board and Union Board matters.
- Coordinate the set-up of Standing Committee meeting schedules. Assist the Vice President for Operations with the set-up of Event Committee meeting schedules
- Coordinate the submission of Executive Board members and Officers semester availability. Assist the Vice President for Operations with the set-up of all JPC Office hours for Executive Board and Union Board members.
- Create meeting agendas in consultation with the Union Board Members and Advisor(s) prior to the Executive Board and Union Board Meetings.
- Collect and record all JPC meeting minutes and attendance records.
- Oversee any internal issues relating to retention and morale of Executive Board or Union Board Members. Reporting to the President.
- Chair the Budget Standing Committee.

- Serve as chief budget officer for the JPC, coordinate annual budget process and provide budget updates to Executive Board and Programming Directors.
- Correspond with Advisor(s) concerning budget transactions during the fiscal year.
- Assist with the oversight of the Check-In Station as it relates all cash intake.
- Conduct the semester evaluation process for the President (as a Stipend Contracted JPC member) with the assistance of the Vice President for Operations, Vice President for Membership and Vice President for Marketing, as stated in Article XVII of the JPC Constitution.
- Prepare a transition plan for the Vice President for Administration-elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

#### C. Vice President for Operations

The JPC Vice President for Operations shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Serve as the chief representative for the JPC in the absence of the President and Vice President for Administration.
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Assist in the general operation of the JPC.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least **six** designated Office Hours each week **between 8am - 7pm**, as outlined in the JPC Constitution in Article XIV, Section 4.
- Assist in the oversight of the activities, events, and operations of the organization.
  - Participate in place of anyone not present at the activity and/or event.
- Chair of the Assessment Standing Committee.
- Coordinate all assessment related elements, which includes assisting Officers with Assessment Plans for Event checklists.
- Responsible for creating semester JPC Calendars following the Program Proposal process with approval and help as needed from Executive Board and Advisor(s) for Officer approval.
- Coordinate and input all reservations pertaining to JPC through the Augusta University EMS system with assistance as needed from the Advisors.

- Maintain JPC's Jaguar Community page, the campus-wide student organization database. This includes the submission of all events at the point of Calendar Approval.
- Serve as the Executive Board member to provide oversight to all Officers planning events.
- Maintain and oversee the upkeep of JPC Inventory by ensuring that all Executive Board members and Officers successfully update JPC Inventory after each activity/event.
- Serve as the Executive Board member responsible for keeping the JPC office organized, supplied and maintained.
- Coordinate the set-up of Event Committee meeting schedules, with assistance from the Vice President for Administration.
- Coordinate the set-up of Executive Board members and Officers semester JPC Office Hours, with the assistance from the Vice President for Administration.
- Coordinate the dissemination and completion of the Event Summary Form as for all Union Board Members.
- Create and implement new leadership and committee development initiatives.
- Conduct the semester evaluation process for the President (as a stipend contracted JPC member) with the assistance of the Vice President for Administration, Vice President for Membership and Vice President for Marketing, as stated in Article XVII of the JPC Constitution.
- Prepare a transition plan for the Vice President for Operations-elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

#### D. Vice President for Membership

The JPC Vice President for Membership shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Serve as the chief representative for the JPC in the absence of the President, Vice President for Administration and Vice President for Operations.
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Assist in the general operation of the JPC.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.

- Complete at least **six** designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4.
- Assist in the oversight of the activities, events, and operations of the organization.
  - Participate in place of anyone not present at the activity and/or event.
- Serve as ex-officio on all Standing Committees.
- Chair of the Membership Standing Committee, and create a membership plan each semester.
- Oversee any internal issues relating to retention and morale of Associate Members or Volunteers. Reporting to the President.
- Coordinate Graduate SGA Speakers under the guidance of the President and Advisor(s).
- Oversee the Associate Member application and selection process.
- Responsible for JPC recruitment and retention, replying to all interests for Associate Membership.
- Preside over all General Membership Meetings.
- Responsible for JPC recruitment and retention including overseeing JPC emails, replying to all interests for Volunteers.
- Coordinate Volunteers for each event along with the Vice President for Operations and respective Officers.
- Maintain documentation of active Associate Members and Volunteers.
- Be the mediator of information and email exchanges between the Executive Board and Union Board members to the Associate Members and Volunteers.
- Chair of the Week of Welcome and Finals Frenzy Committee.
- Oversee and work collaboratively with the Director and Assistant Director of Collaborations .
- Conduct the semester evaluation process for the President (as a stipend contracted JPC member) with the assistance of the Vice President for Administration, Vice President for Operations, Vice President for Marketing, the Director and Assistant Director of Collaborations , as stated in Article XVII of the JPC Constitution.
- Prepare a transition plan for the Vice President for Membership-elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

E. Vice President for Marketing

The JPC Vice President for Marketing shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President and Advisor(s).

- Submit goals each semester to the Advisor(s).
- Serve as the chief representative for the JPC in the absence of the President, Vice President for Administration, Vice President for Operations and Vice President for Membership.
- Have a basic understanding of Robert’s Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Assist in the general operation of the JPC.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least **six** designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4.
- Assist in the oversight of the activities, events, and operations of the organization.
  - Participate in place of anyone not present at the activity and/or event.
- Chair of the Marketing Standing Committee.
- Oversee and work collaboratively with the Social Media and Public Relations Coordinator.
- Provide oversight of the Marketing Standing Committee, creating a Marketing Proposal each semester.
- Shall facilitate the planning and execution of all marketing plans for JPC.
- Provide marketing oversight through print media, web and any other available media.
- Coordinate all publicity related elements, which includes assisting Union Board Members with marketing plans for event checklists, posting all events to the University Calendar, and submitting all print request to the copy center.
- Serve as the liaison between the Student Life & Engagement Student Assistant for Publications and The CREW members for all print media materials.
- Determine if JPC will seek a contract with a Videographer per semester.
- Oversee production of photography for all promotional uses.
- Conduct the semester evaluation process for the President (as a stipend contracted JPC member) with the assistance of the Vice President for Administration, Vice President for Operations, Vice President for Membership the Social Media and Public Relation Coordinators, as stated in Article XVII of the JPC Constitution.
- Prepare a transition plan for the Vice President for Marketing-elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

**Article II: JPC Officer Duties & Responsibilities**

*Section 1 – Programming Directors*

A. Take Over Tuesday Director

The JPC Take Over Tuesday Director shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.

- Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President, Vice President for Operations and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least two designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the Take Over Tuesday Assistant Director.
- Serve on one Standing Committee.
- Develop and submit Program Proposals for the semester planning meetings.
- Serve as the Scribe and Gatekeeper of all Event Committee Meetings.
- Assist in the coordination of the selection of Associate Members for Event Committees.
- ~~Report to the Vice President for Operations various concerns related to assessment, as well as programming.~~
- Assume responsibility for events, to include program proposals, timelines, and evaluations for all programs.
- Assist the Vice President for Membership in the Associate Member communication, along with the coordination of needed Volunteers for each event.
- Assist the Vice President for Marketing in the production of all forms of advertisement for each event.
- Ensure budget requirements are met for each event.
- Operate as the main point of contact for all events.
  - Greet all outside entertainment alongside the President.
  - Introduce all events.
- Assist the President in conducting the semester evaluation process for Take Over Tuesday Assistant Director.
- Prepare a transition plan for the Take Over Tuesday Director elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

B. Cultural Events Director

The JPC Director for Cultural Events shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.

- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President, Vice President for Operations and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least two designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour should be with the Cultural Events Assistant Director.
- Serve on the University Cultural Committee.
- Develop and submit Program Proposals for the semester planning meetings.
- Serve as the Scribe and Gatekeeper of all Event Committee Meetings.
- Assist in the coordination of the selection of Associate Members for Event Committees.
- Report to the Vice President for Operations various concerns related to assessment, as well as programming.
- Assume responsibility for events, to include program proposals, timelines, and evaluations for all programs.
- Assist the Vice President for Membership in the Associate Member communication, along with the coordination of needed Volunteers for each event.
- Assist the Vice President for Marketing in the production of all forms of advertisement for each event.
- Ensure budget requirements are met for each event.
- Operate as the main point of contact for all events.
  - Greet all outside entertainment alongside the President.
  - Introduce all events.
- Assist the President in conducting the semester evaluation process for Cultural Events Assistant Director.
- Prepare a transition plan for the Cultural Events Director elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

#### C. Collaborations Director

The JPC Collaborations Director shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).



- Complete other duties as assigned by the President, Vice President for Membership and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least two designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the Assistant Director of Collaborations .
- Serve on Membership Standing Committee.
- Develop and submit Program Proposals for the semester planning meetings.
- Serve as the Scribe and Gatekeeper of all Event Committee Meetings.
- Assist in the coordination of the selection of Associate Members for Event Committees.
- Report to the Vice President for Operations various concerns related to assessment, as well as programming.
- Assume responsibility for events, to include program proposals, timelines, and evaluations for all programs.
- Assist the Vice President for Membership in the Associate Member communication, along with the coordination of needed Volunteers for each event.
- Assist the Vice President for Marketing in the production of all forms of advertisement for each event.
- Ensure budget requirements are met for each event.
- Operate as the main point of contact for all events.
  - Greet all outside entertainment alongside the President.
  - Introduce all events.
- Assist the President in conducting the semester evaluation process for Assistant Director of Collaborations .
- Prepare a transition plan for the Director of Collaborations elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

#### D. Live Entertainment Director

The JPC Director for Live Entertainment shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President, Vice President for Operations and Advisor(s).

- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least two designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the Assistant Director for Live Entertainment.
- Serve on Homecoming Executive Council, as an official JPC liaison, attending one meeting per month.
- Develop and submit Program Proposals for the semester planning meetings.
- Serve as the Scribe and Gatekeeper of all Event Committee Meetings.
- Assist in the coordination of the selection of Associate Members for Event Committees.
- Report to the Vice President for Operations various concerns related to assessment, as well as programming.
- Assume responsibility for events, to include program proposals, timelines, and evaluations for all programs.
- Assist the Vice President for Membership in the Associate Member communication, along with the coordination of needed Volunteers for each event.
- Assist the Vice President for Marketing in the production of all forms of advertisement for each event.
- Ensure budget requirements are met for each event.
- Operate as the main point of contact for all events.
  - Greet all outside entertainment alongside the President.
  - Introduce all events.
- Assist the President in conducting the semester evaluation process for Live Entertainment Assistant Director.
- Prepare a transition plan for the Director for Live Entertainment-elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

#### E. Special Events Director

The JPC Director for Special Events shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President, Vice President for Operations and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.

- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least two designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the Assistant Director for Special Events.
- Serve on one Standing Committee.
- Develop and submit Program Proposals for the semester planning meetings.
- Serve as the Scribe and Gatekeeper of all Event Committee Meetings.
- Assist in the coordination of the selection of Associate Members for Event Committees.
- Report to the Vice President for Operations various concerns related to assessment, as well as programming.
- Assume responsibility for events, to include program proposals, timelines, and evaluations for all programs.
- Assist the Vice President for Membership in the Associate Member communication, along with the coordination of needed Volunteers for each event.
- Assist the Vice President for Marketing in the production of all forms of advertisement for each event.
- Ensure budget requirements are met for each event.
- Operate as the main point of contact for all events.
  - Greet all outside entertainment alongside the President.
  - Introduce all events.
- Assist the President in conducting the semester evaluation process for Special Events Assistant Director.
- Prepare a transition plan for the Director for Special Events elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

#### F. Traditions Director

The JPC Traditions Director shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President, Vice President for Operations and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.

- Complete at least two designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the Assistant Traditions Director.
- Serve on one Standing Committee.
- Develop and submit Program Proposals for the semester planning meetings.
- Serve as the Scribe and Gatekeeper of all Event Committee Meetings.
- Assist in the coordination of the selection of Associate Members for Event Committees.
- Report to the Vice President for Operations various concerns related to assessment, as well as programming.
- Assume responsibility for events, to include program proposals, timelines, and evaluations for all programs.
- Assist the Vice President for Membership in the Associate Member communication, along with the coordination of needed Volunteers for each event.
- Assist the Vice President for Marketing in the production of all forms of advertisement for each event.
- Ensure budget requirements are met for each event.
- Operate as the main point of contact for all events.
  - Greet all outside entertainment alongside the President.
  - Introduce all events.
- Assist the President in conducting the semester evaluation process for Traditions Assistant Director.
- Prepare a transition plan for the Traditions Director elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

### G. Homecoming Director

The JPC **Homecoming Director** shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
  - Serve as the JPC Representative to university committees, departments, and student organizations.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all Homecoming Executive Council meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least **four** designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the Assistant Director for Homecoming.

- Ensure budget requirements are met for each event.
- Operate as the main point of contact for all Homecoming events and operations.
- Assume responsibility for Homecoming, to include recruitment of the Executive Council, timelines and evaluations for all programs.
- Oversee the Homecoming Executive Council application and selection process.
- Shall oversee the planning of all aspects of Homecoming activities and events, ensuring that the events cater to all Augusta University students.
- Serve alongside the Homecoming Advisor(s), which requires meeting at least on a bi-weekly basis.
- Assist the Advisor(s) in conducting the semester evaluation process for the Homecoming Assistant Director.
- Prepare a transition plan for the Director of Homecoming elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.
- Complete other duties as assigned by the JPC President and Advisor(s).

## *Section 2 – Assistant Directors*

### A. Take Over Tuesday Assistant Director

The JPC Take Over Tuesday Assistant Director shall have the following duties and responsibilities:

- Serve as Augusta University Representative at all designated conferences occurring during the semester calendar if selected to attend in place of a Programming Director as schedule allows.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President, Vice President for Operations, Programming Director and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert’s Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least two designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the Take Over Tuesday Director.
- Serve on one Standing Committee.
- Serve as the Chair of all Event Committee Meetings.
- Assist in the coordination of the selection of Associate Members for Event Committees.
- Assist in the reporting to the Vice President for Operations various concerns related to assessment, as well as programming.
- Assist in assuming responsibility for events, to include program proposals, timelines, and evaluations for all programs.

- Assist the Vice President for Membership in the Associate Member communication, along with the coordination of needed Volunteers for each event.
- Assist the Vice President for Marketing in the production of all forms of advertisement for each event.
- Assist in ensuring budget requirements are met for each event.
- Operate as the second point of contact for all events.
  - Assist in greeting all outside entertainment alongside the Programming Director and President.
  - Introduce all events.
- Assist the President in conducting the semester evaluation process for Take Over Tuesday Director.
- Prepare a transition plan for the Take Over Tuesday Assistant Director elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

#### B. Cultural Events Assistant Director

The JPC Cultural Events Assistant Director shall have the following duties and responsibilities:

- Serve as Augusta University Representative at all designated conferences occurring during the semester calendar if selected to attend in place of a Programming Director as schedule allows.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President, Vice President for Operations, Programming Director and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least two designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the Cultural Events Director.
- Serve on the University Cultural Committee.
- Serve as the Chair of all Event Committee Meetings.
- Assist in the coordination of the selection of Associate Members for Event Committees.
- Assist in the reporting to the Vice President for Operations various concerns related to assessment, as well as programming.
- Assist in assuming responsibility for events, to include program proposals, timelines, and evaluations for all programs.
- Assist the Vice President for Membership in the Associate Member communication, along with the coordination of needed Volunteers for each event.

- Assist the Vice President for Marketing in the production of all forms of advertisement for each event.
- Assist in ensuring budget requirements are met for each event.
- Operate as the second point of contact for all events.
  - Assist in greeting all outside entertainment alongside the Programming Director and President.
  - Introduce all events.
- Assist the President in conducting the semester evaluation process for Cultural Events Director.
- Prepare a transition plan for the Cultural Events Assistant Director elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

**C. Collaborations Assistant Director**

The JPC **Collaborations Assistant Director** shall have the following duties and responsibilities:

- Serve as Augusta University Representative at all designated conferences occurring during the semester calendar if selected to attend in place of a Programming Director as schedule allows.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President, Vice President for Membership, Programming Director and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least two designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the Director of Collaborations .
- Serve on the Membership Standing Committee.
- Serve as the Chair of all Event Committee Meetings.
- Assist in the coordination of the selection of Associate Members for Event Committees.
- Assist in the reporting to the Vice President for Operations various concerns related to assessment, as well as programming.
- Assist in assuming responsibility for events, to include program proposals, timelines, and evaluations for all programs.
- Assist the Vice President for Membership in the Associate Member communication, along with the coordination of needed Volunteers for each event.
- Assist the Vice President for Marketing in the production of all forms of advertisement for each event.
- Assist in ensuring budget requirements are met for each event.

- Operate as the second point of contact for all events.
  - Assist in greeting all outside entertainment alongside the Programming Director and President.
  - Introduce all events.
- Assist the President in conducting the semester evaluation process for Director of Collaborations and Vice President for Membership.
- Prepare a transition plan for the Assistant Director of Collaborations elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

D. Live Entertainment Assistant Director

The JPC Live Entertainment Assistant Director shall have the following duties and responsibilities:

- Serve as Augusta University Representative at all designated conferences occurring during the semester calendar if selected to attend in place of a Programming Director as schedule allows.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President, Vice President for Operations, Programming Director and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least two designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the Live Entertainment Director.
- Serve on Homecoming Executive Council, as an official JPC liaison attending one meeting per month
- Serve as the Chair of all Event Committee Meetings.
- Assist in the coordination of the selection of Associate Members for Event Committees.
- Assist in the reporting to the Vice President for Operations various concerns related to assessment, as well as programming.
- Assist in assuming responsibility for events, to include program proposals, timelines, and evaluations for all programs.
- Assist the Vice President for Membership in the Associate Member communication, along with the coordination of needed Volunteers for each event.
- Assist the Vice President for Marketing in the production of all forms of advertisement for each event.
- Assist in ensuring budget requirements are met for each event.
- Operate as the second point of contact for all events.



- Assist in greeting all outside entertainment alongside the Programming Director and President.
  - Introduce all events.
- Assist the President in conducting the semester evaluation process for Live Entertainment Director.
- Prepare a transition plan for the Live Entertainment Assistant Director elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

#### E. Special Events Assistant Director

The JPC Special Events Assistant Director shall have the following duties and responsibilities:

- Serve as Augusta University Representative at all designated conferences occurring during the semester calendar if selected to attend in place of a Programming Director as schedule allows.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President, Vice President for Operations, Programming Director and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least two designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the Special Events Director.
- Serve on one Standing Committee.
- Serve as the Chair of all Event Committee Meetings.
- Assist in the coordination of the selection of Associate Members for Event Committees.
- Assist in the reporting to the Vice President for Operations various concerns related to assessment, as well as programming.
- Assist in assuming responsibility for events, to include program proposals, timelines, and evaluations for all programs.
- Assist the Vice President for Membership in the Associate Member communication, along with the coordination of needed Volunteers for each event.
- Assist the Vice President for Marketing in the production of all forms of advertisement for each event.
- Assist in ensuring budget requirements are met for each event.
- Operate as the second point of contact for all events.
  - Assist in greeting all outside entertainment alongside the Programming Director and President.
  - Introduce all events.

- Assist the President in conducting the semester evaluation process for the Special Events Director.
- Prepare a transition plan for the Special Events Assistant Director elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

#### F. Traditions Assistant Director

The JPC Traditions Assistant Director shall have the following duties and responsibilities:

- Serve as Augusta University Representative at all designated conferences occurring during the semester calendar if selected to attend in place of a Programming Director as schedule allows.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President, Vice President for Operations, Programming Director and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least two designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the Traditions Director.
- Serve on one Standing Committee.
- Serve as the Chair of all Event Committee Meetings.
- Assist in the coordination of the selection of Associate Members for Event Committees.
- Assist in the reporting to the Vice President for Operations various concerns related to assessment, as well as programming.
- Assist in assuming responsibility for events, to include program proposals, timelines, and evaluations for all programs.
- Assist the Vice President for Membership in the Associate Member communication, along with the coordination of needed Volunteers for each event.
- Assist the Vice President for Marketing in the production of all forms of advertisement for each event.
- Assist in ensuring budget requirements are met for each event.
- Operate as the second point of contact for all events.
  - Assist in greeting all outside entertainment alongside the Programming Director and President.
  - Introduce all events.
- Assist the President in conducting the semester evaluation process for Traditions Director.
- Prepare a transition plan for the Traditions Assistant Director elect before the end of term and implement the plan on approval from the current president. This

transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

#### G. Homecoming Assistant Director

The JPC Homecoming Assistant Director shall have the following duties and responsibilities:

- Serve as Augusta University Representative at all designated conferences occurring during the semester calendar if selected to attend in place of the Homecoming Director as schedule allows.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President, Vice President for Operations, Homecoming Director and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all Homecoming Executive Council meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least two designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the Homecoming Director.
- Assist in the recruitment of the Homecoming Executive Council, creation of timelines, and evaluations for all programs.
- Assist in ensuring budget requirements are met for each event.
- Assist in overseeing the Homecoming Executive Council application and selection process.
- Shall oversee the planning of all aspects of Homecoming activities and events, ensuring that the events cater to all Augusta University students.
- Operate as the second point of contact for all events.
- Serve alongside the Homecoming Director and Advisor(s), which requires meeting at least on a bi-weekly basis.
- Assist the Advisor(s) in conducting the semester evaluation process for the Homecoming Director.
- Prepare a transition plan for the Homecoming Assistant Director elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.
- Complete other duties as assigned by the JPC President and Advisor(s).

### *Section 3 – Coordinators*

#### A. Public Relations Coordinator

The JPC Public Relations Coordinator shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.

- Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President, Vice President for Marketing and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert’s Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least two designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the Social Media Coordinator.
- Work collaboratively with the Social Media Coordinator.
- Serve on the Marketing Standing Committee, creating a Marketing Proposal each semester.
- Serve as the Scribe and Gatekeeper of all Public Relations Committee Meetings.
- Assist in the coordination of the selection of Associate Members for Public Relations Committees.
- Coordinate the hosting of a CREW table to promote JPC in general, at least twice a month to inform the student body about JPC. One table must be themed.
- Assume responsibility for events, to include program proposals, timelines, and evaluations for all programs.
- Assist the Vice President for Membership in the Associate Member communication, along with the coordination of needed Volunteers for each event.
- Ensure budget requirements are met for each event.
- Operate as the main point of contact for all events.
  - Introduce all events.
- Assist the Vice President for Marketing with acquiring accurate information for events from the Programming Directors and Assistant Directors.
  - Assist in the coordination of all publicity related elements, which includes assisting Officers with Marketing Plans for Event Checklists.
- Shall assist in the facilitation of the planning and execution of all marketing plans for JPC.
- Oversee the coordination of advertising through distribution of all print media materials for each activity and/or event.
- Assist the President in conducting the semester evaluation process for the Vice President for Marketing and the Social Media Coordinator.
- Prepare a transition plan for the Public Relations Coordinator elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

#### B. Social Media Coordinator

The Social Media Coordinator shall have the following duties and responsibilities:

- Serve as the official representative of the JPC.
  - Serve as Augusta University Representative at all designated conferences occurring during the semester calendar, as schedule allows.
- Set a positive example of leadership.
- Consider unbiased and justly the programming desires of the student body.
- Maintain communication with the Executive Board, Union Board, and Advisor(s).
  - Complete other duties as assigned by the President, Vice President for Marketing and Advisor(s).
- Submit goals each semester to the Advisor(s).
- Have a basic understanding of Robert's Rules of Order.
- Ensure that the JPC Constitution and Bylaws are followed.
- Attend all JPC meetings, retreat, training session, and sponsored or co-sponsored programs, as outlined in the JPC attendance policy, Article XIV.
- Complete at least two designated Office Hours each week, as outlined in the JPC Constitution in Article XIV, Section 4. At least one hour must be with the Public Relations Coordinator.
- Serve on the Marketing Standing Committee, creating a Marketing Proposal each semester.
- Serve as the Chair of all Public Relation Committee Meetings.
- Work collaboratively with the Public Relations Coordinator.
- Assist in the coordination of the selection of Associate Members for Public Relations Committees.
- Train and coordinate Associate Members on the role of being Social Media Ambassadors at JPC events.
- Shall assist in the facilitation of the planning and execution of all marketing plans for JPC.
- Provide oversight and management all of JPC's Social Media outlets, including, but not limited to Facebook, Instagram and Twitter.
  - Conduct and facilitate the weekly Teal Tuesday contest.
- Actively search for new social media outlets to join and promote Jaguar Production Crew
- Perform all of the photography for JPC, based on event assignments and update the Flickr Account following each event.
- Assist the Vice President for Marketing with acquiring accurate information for events from the Programming Directors and Assistant Directors.
  - Assist in the coordination of all publicity related elements, which includes assisting Officers with Marketing Plans for Event Checklists.
- Assist the President in conducting the semester evaluation process for the Vice President for Marketing and the Public Relations Coordinator.
- Prepare a transition plan for the Social Media Coordinator elect before the end of term and implement the plan on approval from the current president. This transition must take place within ten business days of the start of the new term of office and shall include notification of such completion to the outgoing President.

**Article IIU: Associate Members Duties & Responsibilities**

*Section 1 - Associate Members*

- Associate Members must be a member of one Event Committee or the Public Relations Committee. As a voting member of a specific Event or the Public Relations Committee, they shall following the following duties and responsibilities:
  - Attend and actively participate in all General Membership Meetings. All absence requests must be submitted and approved by Vice President for Membership.
  - Attend and actively participate in the assigned committee, requirement determined by Vice President for Membership.
  - Actively assist in the planning of the event(s) planned by the assigned committee.
  - Required to assist with the event(s) planned by the assigned committee.

#### **Article IV: Advisor(s) Duties & Responsibilities**

The JPC Advisor(s) shall have the following duties and responsibilities:

- Shall be appointed by the Dean of Student Life.
- Oversee the general operations of the JPC and must give the final approval on all decisions made by the organization.
- Meet with the JPC President, Vice President for Administration, Vice President for Operations, Vice President for Membership, Vice President for Marketing, Homecoming Director and Assistant Director twice a month or as needed.
- Attends all Executive Board and Union Board Meetings.
- Ensure the Constitution and Bylaws are being upheld.
- Shall be informed of all JPC activities.
- Approve all activities, events, and advertising necessities, including promotional materials and all financial expenditures.
- Communicate with all entertainers outside of Augusta University.

#### **Article V: Event Committee Responsibilities**

##### *Section 1 – Take Over Tuesday Committee*

The Take Over Tuesday Committee shall plan and execute at least two programs or events each month during the academic year that promotes student involvement. The Event Committee shall have at least one committee meetings per month.

##### *Section 2 - Cultural Events Committee*

The Cultural Events Committee shall plan and execute at least two programs or events each semester during the academic year that promotes and furthers cultural diversity. The Event Committee shall have at least one committee meetings per month.

##### *Section 3 – Collaborations Committee*

The Collaborations Committee shall plan and execute at least three programs or events each semester during the academic year. The Event Committee shall have at least one committee meetings per month.

##### *Section 4 – Live Entertainment Committee*

The Live Entertainment Committee shall plan and execute at least one program or event each semester during the academic year. The Event Committee shall have at least one committee meetings per month.

##### *Section 5 - Public Relations Committee*

The Public Relations Committee shall plan and execute at least two tabling events each month during the academic year, one must be themed. The Event Committee shall have at least one committee meetings per month.

*Section 6 – Special Events Committee*

The Special Event Committee shall plan and execute at least one program or event each semester during the academic year. The Event Committee shall have at least one committee meetings per month.

*Section 7 – Traditions Committee*

The Traditions Committee shall plan and execute at least one program or event each semester during the academic year. The Event Committee shall have at least one committee meetings per month.