Job Description – TPB CHAIR

The TPB Chair shall:

A. See to advance the programming objectives of Program Board
   a. Seek ways to reduce over-programming at USD
   b. Produce a master Calendar for Program Board and student body to view
   c. Set semester/yearly goals for Program Board

B. Represent the Student Body to the faculty/administration in programming matters

C. Actively participate in the Associated Student Senate representing USD Program Board
   a. Use the Senate to solicit input and feedback concerning programming and events
   b. However, the Program Board President does not have a voting right
   c. Actively seek and secure the opinions and concerns of the undergraduate student body regarding programming on campus and off campus
   d. The President must sit in on the Associated Student Senate to hear the voice of the public as well as report on programs planned throughout the academic year
   e. The President will then report back to Program Board with student concerns and attempt to accommodate the students’ needs

D. Supervise the Vice Chairs of Entertainment, Main Events, and Special Events, who oversee the following coordinators:
   a. Arts and Lectures
   b. Marketing
   c. Concerts
   d. After Dark
   e. Novelty
   f. Spotlight
   g. Spirit and Traditions
   h. Class Programming
   i. Weekend Programming
   j. Multicultural

E. Facilitate numerous meetings with the Program Council that consists of Program Board and other programming representatives of campus life, including but not limited to:
   a. Residence Hall Association (RHA)
   b. Community Service Learning (CSL) and Center for Awareness, Service, and Action (CASA)
   c. United Front Multicultural Center (UFMC) and UF Leadership Council
   d. Inter-Fraternity Council (IFC)
   e. Panhellenic Council
   f. Women’s Center

F. Coordinate to plan and lead the Spring and Winter Board Retreat

G. Recruit, interview, and appoint Torero Program Board directors and chairs in conjunction with the A.S. President, the Program Board advisor, and the previous Program Board Chair