



Vice Chair Position Description

POSITION RESPONSIBILITIES

The Vice Chair is responsible for the supervision of 2-3 event coordinators. The position is part of the Torero Program Board Executive Team which is responsible for the overall programming on campus.

- Assist in establishing the TPB budget each semester with the Advisor, Torero Program Board Chair, and TPB Executive team, dividing the allocation into individual Vice Chairs' budgets
- Work with the executive to ensure the proper spending of allocated funds
- Attend weekly Executive Team Meetings
- Attend all Torero Program Board weekly meetings
- Meet with Advisor on a weekly basis
- Meet with supervisees on a weekly basis providing feedback, support, and updates
- Responsible for discussing and ensuring intentionality of events and relating them to the campus mission
- Provide Torero Program Board Chair and Advisor with weekly updates on coordinators' progress
- Collaborate with advisors and Chair to organize team bonding and trainings; attend all mandatory trainings
- Train and transition newly-appointed Vice Chairs in the Spring Semester
- Responsible for managing supervisees' events on internal calendar
- Responsible for overseeing the committees lead by their supervisees
- Foster and promote inclusivity in services and practice the Torero Way of customer service
- Be fully knowledgeable on the job descriptions and expectations of supervisees
- The Vice Chair will hold a minimum of 10 office hours per week
- Responsibility to adhere to deadlines
- Maintain strong communication, organization, customer service, and problem-solving skills

- Take constructive criticism and suggestions from peers and supervisors

TORERO PROGRAM BOARD ELIGIBILITY

- Candidates must have and maintain a cumulative 2.5 GPA and be a full-time student (at least 12 units/semester)
- Candidates for TPB Vice Chair are preferred to have at least one-year experience in campus wide programming or related field/experience
- Due to a potential conflict of interest, the Torero Program Board Chair and Vice Chairs are recommended to not hold any other leadership positions in AS or in any other student organization(s)