



2022-2023 CANDIDATE FORMS

This document contains the procedures, and forms relating to elections of the leadership within the Campus Events Board.

Council Elections and the Committee Elections will occur in the schedule meeting the week of March 21, 2022. The Election Candidate Forms should be submitted to engaged@utk.edu by March 16, 2022.

I, _____ do hereby declare myself willing to assume the duties and responsibilities of the position of _____ within the Campus Events Board. I understand that being elected to this position comes with an elevated level of responsibility to the Campus Events Board and the Center for Student Engagement.

By serving on the Leadership Team of the Campus Events Board, members are asked to hold themselves to a higher standard of commitment and connection to the organization.

1. Attend the mandatory meetings or events listed below; excused absences should be approved by the President, Vice President of Membership, and Advisor. Failure to attend these events without prior notice and approval will be considered your resignation from the position.
 - a. Spring 2022 Transition Retreat: April 24, 2022
 - b. 2021-2022 End of the Year Banquet May 1, 2022
 - c. Fall 2022 Retreat: August 27-28, 2022
 - d. Spring 2023 Retreat: January 28-29, 2023
 - e. Spring 2023 Transition Retreat: April 23, 2023
 - f. 2022-2023 End of the Year Banquet: April 30, 2023

2. Commitments of a CEB Leadership Team Member
 - a. Attend required weekly committee meetings
 - b. Attend Weekly Council meeting occurring Monday at 4 PM
 - c. Check emails and respond as appropriate, at least every two (2) days.
 - d. Assist with the planning, organizing, and managing of events.
 - e. All duties of the position as outlined in the CEB Constitution (see page 2 of this document)**

3. Expectations of a CEB Leadership Team Member
 - a. Show commitment and initiative to support CEB as a whole
 - b. Communicate with the Committee and the Advisor regularly
 - c. Serve as a good steward of university funds and resources



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POSITION: CAMPUS EVENTS BOARD COMMITTEE PRESIDENT

Responsibilities Outlined in CEB Constitution

- Preside over their respective committee and CLT meetings
- Communicate with their committee, CLT, and Council
- Supervise the actions of their CLT and committee members.
- Address and handle all grievances at the committee level
- Plan and preside over their committee proposal process and proposal retreat.
- Coordinate event co-sponsorships
- Coordinate hospitality and transportation for speakers and vendors
- Coordinate all day-of event responsibilities
- Create itineraries for all events
- Ensure successful implementation of all event-related responsibilities

Meeting Expectations

- Attend Weekly Council Meetings
 - Monday's at 4:00 PM
- Attend Weekly Committee Meeting
 - Entertainment Committee: Tuesday at 4:00 PM
 - Arts & Culture Committee: Wednesday at 4:00 PM
 - Issues Committee: Thursday at 4:00 PM
- Scheduled Committee Leadership Team (CLT) Meetings, as needed – most CLT meetings occur during the Council Meeting
- Occasional Position-Focused Meetings (all Committee Presidents)
- Weekly/Bi-weekly One-to-One with Advisor

Additional Responsibilities or Expectations



POTENTIAL COUNCIL MEMBER CONTACT INFORMATION

All Candidates for All Positions Must Complete this form online before printing.

All information should be typed.

Name: _____

Pronouns: _____

Birthday: _____

UTK Email: _____

Phone Number: _____

Major: _____

T-Shirt Size: _____

Anticipated Graduation Date: _____

Current Committee:

Committee should be the same that the candidate is currently a member of

Current CEB Position (*if applicable*):

Position Seeking:

Other Campus Involvement:

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What is your main purpose or reason for running for the position you are seeking?

What skills and characteristics do you have to help you be successful in the position?

Additional Comments (If Applicable)

Furthermore, I feel that my background and experience in CEB and in other organizations are such that I can perform the duties and responsibilities of _____ during the 2022-2023 academic year.

Signature of Candidate
Electronic Signature is Acceptable