EXECUTIVE COORDINATOR

Events Planned Under this Position:
- None

Additional Responsibilities:
- Facilitate meetings, including scheduling, creating agendas, and distributing minutes.
- Maintain the TUSC Office, including facilities maintenance needs, keys and access lists, and ordering office supplies as needed.
- Hold all members accountable to the terms of this Constitution as well as the TUSC Code of Conduct.
- Plan and execute all the retreats training, and developmental programming.
- Acting as signatories for a Tufts University Social Collective (TUSC) budget and facilitate the annual TCU Treasury budget process for all TUSC budgets.
- Coordinate application and selection processes for all Program and Marketing Coordinator positions.
- Manage all aspects of the TUSC Team general membership group.
- Handle internal and external correspondence.

Time Commitment:
- Volunteer regularly at TUSC events.
- Attend bi-weekly TUSC meeting on Wednesday's at 12pm (free period).
- Attend bi-weekly advising meetings with your advisor (scheduled based on your availability, M-F 8:30am-4:30pm).
- Participate in a weekend-long (overnight) retreat in September.
- Participate in a day-long (on campus) regroup in January.
- Regularly check and respond to email communication, including outreach to vendors.

Compensation:
- This position is a volunteer position, no stipend or wages are provided. However, this position is eligible for the TCU Student Leadership Stipend if applicants meet the Financial Aid criteria.
- Members receive a uniform to wear during events.
- Members receive a complimentary ticket to the events they plan.
- Members receive priority of any giveaway items from events, when available.