



President

Compensation: Unpaid Position

- Conducts monthly CCA meetings
- Organizes officer meetings prior to committee meetings
- Oversees CCA events and community service
- Oversees the accountability of the CCA Executive Board
- Oversees event and budget proposals to be submitted for approval.
- Meet with athletics staff and coaches monthly to provide updates
- Meet with Athletic Director after every meeting
- On at least one committee for campus
- Represents Athletics as a member of the Diamond
- Administrator for the CCA Keelhauls Care webpage
- Serves as a Cal Pac SAC representative (if NAIA athlete)

Vice President

Compensation: Unpaid Position

- Assist President with all duties and meetings.
- Represent President when that person is unable to attend an event or meeting.
- Oversees new member recruitment
- Acts as the new member liaison, which includes reviewing the constitution with new members
- Oversees all election processes
- Conducts exit interview with departing members
- Create community service event ideas
- Assist with social media feed

Secretary

Compensation: Unpaid Position

- Prepares meeting agenda with Executive Board
- Tracks action items for Executive Board and distributes to all officers
- Takes attendance of all present CCA members
- Tracks attendance via CCA tracking document
- Take minutes at all CCA meetings and distributes post-meeting
- Supplies CCA Liaison with minutes for posting on gokeelhaulers.com
- Assists Vice President and President with administrative duties
- Assist with Social Media
- Assist with general administrative needs