Greek Week 2016
Central Committee Position Descriptions

Community Service Coordinators (2)
● Choose, set-up, and carry out the community service events that occur during Greek Week. This role for 2016 will include the implementation of new community service events.
● Present money and items to the organizations and causes for which they are meant for.

Crew Coordinators (2)
● Interview and select Greek Week Crew and Captains to assist in Greek Week activities.
● Educate, train, and coordinate Crew and Captains with necessary Greek Week events.

Culinary Director (1)
● In charge of the logistics associated with Greek Week sponsored meals. This includes making event plans, set up and tear down, managing vendors, and all other duties pertaining to Greek Week sponsored meals on campus.
● This position will work closely with Sponsorship Coordinators.

Fiscal Coordinator (1)
● Coordinate the budget; handle all expenses, and record weekly meeting minutes.
● Assist Central Committee with financial needs. Computer skills and budget experience are encouraged.
● Will be required to meet and follow all University Policies regarding Student Organization accounting.

Lip Sync Coordinators (2)
● Execute Lip Sync First Cuts and Finals.
● Coordinate the logistics of Lip Sync including approving patents and scripts,
● Review and approve all patents, scripts, stunts, and practice times for each team.
● Communicate with Chapter Lip Sync Co-Chairs and work with TOGA Lip Sync adviser.

Logistics Coordinator (1)
● Reserve, rent and return equipment in correlation with other Central members and businesses.
● Ensure the proper procedures for any on-campus events are followed according to University Policies.
● Work with the city of Ames in coordinating any barricades or parking restrictions.
● Coordinate logistics of Polar Bear Plunge event in accordance with Community Service Coordinators.
Marketing/Media Coordinators (2)
- Handle all promotions of Greek Week through social media and any other media deemed effective.
- Coordinate apparel for Greek Week Central and the entire Greek Community.
- Help manage trophy order and other promotional orders for Greek Week.
- Document Greek Week with photography and video.

Olympics Coordinators (2)
- Develop appropriate events, rules, and risk management procedures to ensure a successful Greek Olympics.
- Supervise and execute Greek Olympics to ensure all events run effectively.

Spirit Coordinators (2)
- Plan and facilitate Greek Week karaoke, banner displays, and all other spirit events.
- Devise new and inspiring ways to keep the spirit of the Greek community alive and well.

Sponsorship Coordinators (2)
- Contact area businesses for sponsorship of food and beverage items as well as additional sponsorship of apparel.
- This position will work closely with the Culinary Director to ensure successful Greek Week sponsored meals.

Technology Coordinators (2)
- Work with CY Stephens in order to execute Lip Sync First Cuts, Lip Sync Finals, Karaoke Finals, and Vespers.
- Have thorough knowledge of sound and video equipment for live stream broadcasts and all performances.
- Help other Central members with technology needs.
- Preferred knowledge of database management.
- Work with TOGA adviser on planning Vespers.

Tournament Coordinators (2)
- Plan and execute tournaments.
- Train Greek Week Central, Captains, and Crew on officiating duties and coordinate closely with Recreation Services for each individual tournament.

Expectations of all Greek Week Central Committee Members:
- Assist with the development of the Rulebook
- Help facilitate all Greek Week events
- Adhere to Greek Week budget
- Provide support to other Central Members
- Comply with other duties as assigned