Executive Board Description

Structure - Executive Board
The Executive Board is composed of five elected individuals: The Speaker, Director of Services, Director of Finance, Director of Public Relations, and Director of Development. The Executive Board, through the Speaker, leads the Assembly. The CS40 executives serve as liaisons to several campus groups and administrators, and manage the substantial congressional budget. For these and many other services rendered, they are compensated by CS40 60% of your housing cost.

Requirements
- Maintains a minimum GPA of 2.5.
- Lives on the South 40 during their term in office.
- Has served as a member of the Assembly, CS40 Committee or relevant body for at least one semester.
- Promises to commit themselves fully to their position.

Exec Responsibilities
- Hold office hours for 5 hours per week.
- Attend weekly executive board meetings.
- Attend biweekly officer board meetings.
- Attend biweekly assembly.
- Have a biweekly (weekly for speaker) one-on-one meeting with advisors.

Speaker's Responsibilities
- Guide overall vision for CS40.
- Facilitate communication and activities between all of CS40's structural components.
- Prepare and distribute Assembly agendas.
- Serve as the chief advisor to College Council Presidents.
- Chair the Resident Student Advisory Board, advise the Internal Operations Committee and Operations Board.
- Act as Liaison to CS40 Advisor, Rob Wilde, Jill Stratton, and RCD's.
- Serve as the voice for the Forty by communicating with other campus organizations.

Director of Finance’s Responsibilities
- Advise Finance Committee.
- Oversee, create, and present budget upon election.
- Organize all finances for CS40 by maintaining and updating budget daily.
- Keep copies of all receipts and documents.
- Train Executives and Committee Chairs in all aspects of CS40 Finance.
- Approve and sign off on all payments.
- Receive and review monthly reports from accounting.
- Serve as the chief advisor to College Council Treasurers.

Director of Public Relation’s Responsibilities
- Advise Promotions Board.
- Organize publicity for all large-scale CS40 events and programs.
- Correspond with the constituency through monthly emails.
- Approve all publicity for College Councils/Committees.
- Manage bulletin board in the Bear’s Den in conjunction with online calendar.
- Take minutes at Assembly, Closed Assembly, and Exec meetings.
- Create the master event calendar.
- Compile a scrapbook to be published in the Spring.
Executive Board Description

**Director of Service’s Responsibilities**
- Advise Services Board.
- Organize the purchasing of food for CS40 meeting including all assembly meetings.
- Coordinate all South 40 Week preparations.
- Spearhead bringing a Speaker to Campus for South 40 Week.
- Oversee and maintain all CS40 supplies.

**Director of Development’s Responsibilities**
- Advise Development Board.
- Prepare all CS40 delegations to outside conferences.
- Plan leadership retreats for all elected members.
- Plan information sessions to educate the constituency about CS40 and what it does.
- Spearhead efforts for leadership development within CS40 and the constituency.
- Plan the end-of-the-year CS40 Banquet.
- Coordinating with the Residence Hall Advisory Council.
- Chair assembly meetings in the event that the Speaker is unable to and be prepared to serve as Speaker in the case the current Speaker resigns.

**Candidate Timeline**

<table>
<thead>
<tr>
<th>Task</th>
<th>Date and Time</th>
<th>Location/Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Session</td>
<td>February 5th @ 10:00 PM</td>
<td>Mudd Multipurpose Room after assembly</td>
</tr>
<tr>
<td>Packets Released</td>
<td>February 5th @ 10:00 PM</td>
<td>On Website, at Info Session</td>
</tr>
<tr>
<td>Executive Conference</td>
<td>February 6th - February 19th</td>
<td>Individual Appointment</td>
</tr>
<tr>
<td>Supplementary Info</td>
<td>February 19th @ 11:59 PM</td>
<td>Hand into the Res Life Office</td>
</tr>
<tr>
<td>Petition for Candidacy</td>
<td>February 19th @ 11:59 PM</td>
<td>WUGO Form, Includes 150 word candidates statement</td>
</tr>
<tr>
<td>One-on-One with Advisor</td>
<td>February 26th - March 1st</td>
<td>Email <a href="mailto:tyler.priest@wustl.edu">tyler.priest@wustl.edu</a> to set up a time</td>
</tr>
<tr>
<td>Candidates' Meeting</td>
<td>March 5th @ 10:00 PM</td>
<td>Mudd Multipurpose Room after assembly</td>
</tr>
<tr>
<td>Start Campaigning</td>
<td>March 19th @ 11:00 PM</td>
<td>The South Forty</td>
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<tr>
<td>Speeches</td>
<td>March 19th @ 9:00 PM</td>
<td>Mudd Multipurpose Room (Super Assembly)</td>
</tr>
<tr>
<td>RCO</td>
<td>March 23rd</td>
<td>The South Forty</td>
</tr>
<tr>
<td>Expense Report Due</td>
<td>March 26th @ 9:00 PM</td>
<td>Mudd Multipurpose Room (Super Assembly)</td>
</tr>
<tr>
<td>Campaigning Ends</td>
<td>March 26th @ 11:59 PM</td>
<td>The South Forty</td>
</tr>
<tr>
<td>Online Elections</td>
<td>March 27th - 29th</td>
<td>Online polling</td>
</tr>
<tr>
<td>Results Announced</td>
<td>April 2nd at 9:00 PM</td>
<td>At assembly, Website, Facebook, Mass Email</td>
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<tr>
<td>WUstock</td>
<td>April 13th</td>
<td>The South Forty</td>
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</tbody>
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