

# JCC First Meeting!! 9/26

## Roles/Responsibility Breakdowns & October Event Introduction

- **Icebreaker**
  - Snowball
  - How did headshots go
    - Like your favorite 2 headshots by TONIGHT
  - Has everyone paid dues
    - Name Tag only = \$23
    - Polo only = \$30
    - Polo and nametag = \$47
    - Send to Rain (Cashapp)
- **Roles/Responsibility Breakdown:**
  - President:
    - Leading and scheduling meetings
    - Oversees all delegation and event planning
    - Communicates with advisor and other councils
  - Vice President:
    - Assumes the role of president in president's absence
    - Oversees that delegations are being sought out
  - Treasurer:
    - Ensures the budget is being dispersed among events properly
    - Submits purchase orders and picks up packages for events
    - Ensures the entire budget will be spent by the end of the year
  - Secretary:
    - Records minutes at all meetings
    - Takes and records attendance
      - Will keep running document for attendance
    - Uploads all minutes to ben young and cc advisor
  - Deputy Treasurer:
    - Assumes role of treasurer in absence
    - Assists treasurer when needed
  - Deputy Secretary:
    - Assumes roles of secretary in absence
    - Assist secretary when needed
  - External Affairs:
    - Maintains relationships with outside organizations
    - Main line of communications between outside vendors, other RSO's, greek chapters, etc.
    - Check email consistently
  - Internal Affairs:

- Maintains relationships within the JCC
    - Plans internal bonding events and ensures a good board culture!
  - Logistics:
    - Responsible for creating day-of-event schedule
    - Thinks out the logistics of events
    - Communicates with JCC scheduling making sure everyone is aware of their roles when working our events
  - Public Relations:
    - Responsible for all things marketing!!
      - Creating the graphics/flyers to post on our instagram, getting content at all events and/or meetings, brainstorming different ways to market our events!
    - Work closely with external affairs chair
    - Design merch? :)
    - Every graphic must have the SGA logo and Class Councils seal
      - fsustudentpublications@gmail.com
  - Members At Large
    - Class council ambassador!!
    - Come to all events to assist with logistics
    - Help wherever needed!
- **Junior Jack-O-Lanterns**
  - Wednesday, October 25th 6pm-8pm on Landis Green
  - Tabling event
    - Mini pumpkins (sharpies to draw faces on them)
    - Sweet treats
    - Apple cider (either in a big jug or individual packets to give out)
    - Photo 'booth'
    - Stickers?
    - First 50 people get a free t shirt (Jack-O-Lantern Shirts– get Class of '25 on back?)
    - Balloon Arch (Orange and Black), build together for bonding event
    - Banner: "Junior Jack-O-Lanterns" w pumpkins, Ghosts
    - Brainstorm game ideas
    - Brainstorm banner ideas
  - Speaker for music
  - lamps/lights for decoration
  - Goal: have a lot of stuff to give out, market this event a lot!!! Get our name out there, create a fun space to socialize
  - For future ideas, input ideas in Google forms

- **Upcoming Important Dates:**

**Expect to meet biweekly, stay updated**

**10/10- JCC Meeting**  
**10/25- First JCC Event**