

ACCOUNTING CHAIR (4)

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>Manages all deposits by keeping them secure, converting coins at Purdue Federal Credit Union, and counting cash weekly. The Accounting Chair is also entrusted in finding locations for weekly cannings and Bucket Blitz. Since we are not having committee members this year, Accounting Chairs must be present in all s and will be asked to occasionally attend other committee meetings to get to know the rest of PUDM. Accounting Chairs will be having very consistent workloads most weeks, so they will need to have gaps in their schedules during BURSAR and PFCU operating hours (9am-5pm). They must also be professional since they will be representing PUDM when running buckets across campus and working with Purdue employees. It is important to be both goal oriented and task oriented in these positions.</p>	<p>Strengths Needed:</p> <ol style="list-style-type: none">1 - Consistency2 - Professionalism3 - Attentive4 - Organization5 - Self-Driven
<p>Will Work Closely With?</p> <p>In-Organization:</p> <ul style="list-style-type: none">-Fellow Accounting Chairs-Accounting Executive-VP Finance <p>Other groups:</p> <ul style="list-style-type: none">-BURSAR Office-Various Businesses	<p>What Does a Typical Week Look Like?</p> <p>Monday: Convert coins, add coins totals to counted buckets, and run deposits.</p> <p>Tuesday: Collect completed deposits and return slips</p> <p>Wednesday-Saturday: Setup Bucket Blitz, bars, and various other cannings</p> <p>Sunday: Count all cannings from the week</p>

ALUMNI RELATIONS CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>A Stewardship Chair is responsible for working alongside the Stewardship Executive to nurture PUDM relationships. The Alumni Relations Chair will work on the implementing and recognizing our Alumni relationships year-round. This position has a vital part of the organization in maintaining relationships with our alumnae and growing our alumnae network. This chair will also focus on connecting alumni with current members of the organization.</p>	<p>Strengths Needed:</p> <p>1 - Professional</p> <p>2 - Organization</p> <p>3 - Relator</p> <p>4 - Ideation</p> <p>5 - Achiever</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Stewardship Executives• VP Membership• PUDMA Presidential Board• Various Alumni	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Chamber meetings weekly on Sundays• Stewardship Meetings – meeting between Stewardship Executive and fellow Stewardship Chairs. These will serve as our weekly committee meetings.• Pop-up 1-on-1s with Stewardship Executive as needed

ATHLETICS OUTREACH CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>The Athletics Chair is responsible for working with representatives from different Purdue athletics teams to plan events and build mutually beneficial relationships with these teams. The Athletics Chair is also responsible for planning Athlete Hour at the Marathon. This includes inviting athletes and coaches, organizing guest speakers and time for the athletes to interact with the kids. The Athletics Chair is constantly communicating with Purdue Athletics and other committees to ensure the success of these events.</p>	<p>Strengths Needed:</p> <ol style="list-style-type: none">1 – Communication2 - Organization3 - Professionalism4 - Relator5 – Flexibility
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Campus Relations Executive and fellow Campus Relations Chairs• Purdue Athletics Marketing and Fan Experience Directors• Student Athletes and Coaches• Productions Design• Riley Relations• Logistics Executive• Purdue Student Athletic Advisory Council (SAAC)	<p>What Does a Typical Week Look Like?</p> <p>The Athletics Chair communicates and plans events primarily through email and will send and receive emails regarding upcoming events daily. Depending on what events are coming up, the Athletics Chair may attend one additional meeting a week with representatives from different Athletics Teams to plan events. The Athletics Chair sets up meetings with different executives (Riley Relations, Logistics etc.) as needed to collaborate and communicate. This Chair will have a weekly committee meeting, as well as weekly meetings with the Campus Relations Executive.</p>

COMMUNITY STRATEGY CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <ul style="list-style-type: none">• This Chair will work with media outlets (radio stations, newspapers, local news stations, etc.) to promote PUDM events• This Chair will strategize how to involve the greater Lafayette community in efforts to benefit Riley Hospital for Children• This Chair will take measures to extend PUDM from a student organization into a community-wide entity• This Chair will work with the Special Events and Corporate executives to ensure the success of communications and shape the portrayal of PUDM• This Chair will work to make our “why” known—people aren’t donating their time, money, or resources to benefit our organization, but rather to benefit Riley• This chair will also focus this year on involving the Indianapolis community and community around Riley Hospital for Children• This chair will make a year-long social media plan	<p>Strengths Needed:</p> <ul style="list-style-type: none">1 - Communication2 - Creativity3 – PR Experience4 - Maturity5 – Team Player
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Public Relations Executive and fellow Pulic Relations Chair• Special Events Executive• Sponsorships Executives• Productions Executive	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Working with media outlets to promote PUDM events• Investigating methods through which to publicize PUDM in the community• Advertising PUDM events throughout Lafayette• Collaborating with Sponsorships and Special Events executives to formulate professional communications• Attending weekly committee member meetings and weekly Chamber meetings

CONTENT CREATION CHAIR (2)

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>The Content Creation Chair will be responsible for creating all graphics and flyers that are published for PUDM 2019, as well as year-long photo needs to include in these graphics and flyers. This involves helping develop the PUDM brand and creating a marathon-related brand which helps to make PUDM recognizable within the community. This position will work closely with the Productions Design Executive to meet this branding and create the graphics with Adobe Creative Suite. In addition to creating graphics, this position will assist in leading the Productions committee. The Content Creation Chair will be responsible for mediating ideas between committee members and executives through weekly meetings with Productions Executives and Chairs. These chairs will work closely with Public Relations to create a year long social media strategy plan.</p>	<p>Strengths Needed:</p> <ol style="list-style-type: none">1 – Creativity2 – Adobe & Photo Experience3 - Organization4 - Collaboration5 – Focus6 – Optimism
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Productions Design Executive• Productions Committee Members• Productions Media Executive• Public Relations Executive• Public Relations Chairs	<p>What Does a Typical Week Look Like?</p> <p>In a typical week, the Content Creation Chair would help lead the weekly Productions committee meeting. They are also responsible for meeting with the Productions Design Executive to discuss their ideas for upcoming graphics and flyers. They are responsible for creating all graphics and flyers and submitting them to the Design Executive for approval. A typical week could also include attending a PUDM event to take photos for said graphics and flyers and for future promotional purposes.</p>

MERCHANDISE DESIGN CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>The Merchandise Design Chair is responsible for designing and producing all merchandise related to PUDM 2020. This involves designing each garment, working with the Merchandising team to communicate with companies to produce the orders, and collaborating with the Productions team to create a year-long schedule for all the merchandise. This Chair will also work on redesigning the merchandise website to appeal to the buyer and sell the items online as well.</p>	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 – Creativity2 – Open-minded3 – Aesthetic4 – Organization5 - Reliability
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Merchandise Executive and fellow chairs• Public Relations Executive• Productions Design Executive• VP Finance	<p>What Does a Typical Week Look Like?</p> <p>The Merchandise Design Chair is responsible for meeting with the Merchandising Executive and Logistics Chair weekly and attending the weekly Chamber meetings. The meeting with the Merchandise Executive will include a monthly report of all ideas for upcoming merchandise. This Chair will then design the merchandise to be used and submit it to the Executive for approval. The Merchandise Chair position will also require working with the Merchandising team and will have to be in contact with apparel companies on a weekly basis.</p>

DEVELOPMENT CHAIR (3)

Purdue University Dance Marathon 2020

<p>Position Description:</p> <ul style="list-style-type: none">• If you are a people person, this position might be a good fit for you! Our team will work to create a valuable experience for our members and cultivate a strong sense of community. This means you will be working with people from every participant level.• Development will not have committee members this year. However, if you are selected for this position, you will be leading our team of Conductors. We oversee the Champion Program, so expect to be involved with the leadership of a large group of people. (Conductors are the mentors for our new members, or 'Emerging Champions')• Assist with the creation of development initiatives, such as educational procedures & tools for success, in order to improve member retention and overall satisfaction• Assist with the improvement and leadership of on-boarding procedures and promote an inclusive experience for all members regardless of when they join PUDM• Strategize feedback opportunities and assist the Executive with purposeful initiatives aimed to improve the experience of our members.	<p>Strengths Needed:</p> <ol style="list-style-type: none">1 - Includer2 - Collaboration3 - Invests in others4 - Relator5 - Strategic6 - Discipline
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Membership team: VP Membership, Other Executives, and Chairs• All PUDM Committee Members, including Conductors and Emerging Champions• President• VP Finance, Accounting, and Fundraising• Riley Relations• Productions Team	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Attend weekly Chamber meetings• Attend weekly meetings with the Development team• Attend Conductor training meetings and Champion meetings• Expect to dedicate 4-5 hours per week to PUDM in total

DONOR RELATIONS CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <ul style="list-style-type: none">• A Stewardship Chair is responsible for working alongside the Stewardship Executive to nurture PUDM relationships. The Donor Relations Chair will work on the recognizing and appreciating any personal donors that PUDM secures throughout the year and on retaining them in future years.•	<p>Strengths Needed:</p> <ol style="list-style-type: none">1 - Communication2 – Professionalism3 – Strategic4 – Futuristic5 – Self-disciplined6 - Organization
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Stewardship Executive• VP Membership• VP Finance• Donors of PUDM	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Chamber meetings weekly on Sundays• Stewardship Meetings – meeting between Stewardship Executive and fellow Stewardship Chairs. These will serve as our weekly committee meetings.• Pop-up 1-on-1s with Stewardship Executive as needed

ENTERTAINMENT RELATIONS CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>The Entertainment Relations Chair will be responsible for initiating and developing relationships with entertainers and possible entertainers for the Marathon. They are relied upon to schedule entertainment acts during the Marathon with the Logistics Executive's assistance and relay required equipment and other information to the Event Operations Chair. This Chair will also be the second-in-command at Front of House during the Marathon, filling in time gaps with music with the use of DJ equipment and software. They will be working with sound and lighting technicians from a company selected to help out with this year's marathon throughout the event to ensure a reliable and quality sound transmission throughout the Marathon.</p>	<p>Strengths Needed:</p> <ol style="list-style-type: none">1 - Communication2 - Adaptability3 - Futuristic4 - Responsibility5 - Organization6 - Independent
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Community Entertainment Acts• Logistics Executive and fellow Logistics Chairs• Logistics Committee Members• Public Relations Employees of Entertainment Acts• Productions Media Executive and Chairs• VP Internal• Elliott Hall of Music	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Committee Member Meeting• Assist Logistics Exec with meeting preparation• Contacting various entertainment acts• Coordinate between lighting/sound company and entertainment acts• 1-on-1 meeting with Logistics Exec• Meetings with other Execs as need be• Weekly Chamber meetings

EVENT OPERATIONS CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>The Event Operations Chair will be working closely with the sound/lighting company selected to work with this year's marathon. throughout the year to plan the technical side of the Marathon. This includes, but is not limited to, the set-up of the Main Gym at the Marathon, securing a lighting, sound, and video package for the Marathon, as well as leading operations at front of house, or the control center of the Marathon. They will be responsible for compiling a slideshow and video playlist, as well as the run-of-show timeline for the event. This position will also aid the Logistics Executive and the Logistics Coordination Chair in keeping the Marathon on-schedule by relaying the current status of the Main Gym, entertainers, and on-stage personnel. This chair will also create the playlist for the marathon.</p>	<p>Strengths Needed:</p> <ol style="list-style-type: none">1 - Adaptability2 - Responsibility3 - Command4 - Focus5 - Restorative
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Logistics Executive and fellow Logistics Chairs• Logistics Committee Members• Productions Media Executive and Chairs, specifically Technology Chair• Lighting/sound compnay selected for this year's marathon• VP Internal	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Weekly Chamber Meetings• Weekly Committee Meetings• 1-on-1 meetings with Logistics Executive• Bi-Weekly lighting/sound company Meetings• Weekly committee meeting preparation• Meetings with other Execs as need be

EXTERNAL STEWARDSHIP CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>A Stewardship Chair is responsible for working alongside the Stewardship Executive to nurture PUDM relationships. The External Organizations Stewardship Chair will work on the implementing and recognizing our External relationships (other Purdue student orgs, sponsors, and other external partners) year-round. This position will focus on every external aspect of PUDM that we work with throughout the year, including entertainment and tech companies.</p>	<p>Strengths Needed</p> <ol style="list-style-type: none">1 - Professionalism2 - Communication3 - Ideation4 - Focus5 - Harmony
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Stewardship Executive• VP Membership• Sponsorship Executives• Accounting Executive• Special Events Executive• Fundraising Executive• Outreach Executives• HS Marathon Relations Executive• Logistics	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Chamber meetings weekly on Sundays• Stewardship Meetings – meeting between Stewardship Executive and fellow Stewardship Chairs. These will serve as our weekly committee meetings.• Pop-up 1-on-1s with Stewardship Executive as needed

FACILITIES MANAGEMENT CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>The Facilities Management Chair is responsible for reserving locations within the CoRec for the Marathon as well as managing reservation times and set-up. In addition to working with the CoRec, the Facilities Management Chair will assist the Logistics Executive and the Logistics Coordination Chair with the movement of people within the Marathon, the set-up and tear-down of the Marathon, and the operation of the CoRec throughout the Marathon. This chair will focus on planning committee member meetings and focusing on committee engagement and assist in logistics coordination in the layout for the marathon. This chair is also responsible for the lighting during the marathon.</p>	<p>Strengths Needed:</p> <ol style="list-style-type: none">1 - Focus2 - Adaptability3 - Arranger4 - Command5 - Deliberative
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• CoRec Facility and Reservation Professional and Student Staff• VP Internal• VP Finance• Logistics Executive and fellow Logistics Chairs• Logistics Committee Members	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Committee Member Meeting• Assist Logistics Exec with meeting preparation• Bi-weekly CoRec Staff meetings• Coordinate between CoRec and PUDM• 1-on-1 meeting with Logistics Exec• Meetings with other Execs as need be• Weekly Chamber meetings

FAMILY RELATIONS CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <ul style="list-style-type: none">• Seeks to fully understand the individual needs of every Riley family• Establishes connections with all members of the Riley Relations Committee• Pairs each family with a Riley Relations Committee Member• Encourages and guides committee members as they create lasting relationships with their Riley family• Continues the development of Champions that come through the Champion Program• Inspires the entire organization to feel the heartbeat of our cause• Family Intro Slideshow• Updates all family information• FSCL knowledge is helpful when pairing Greek houses with families• Pairs all committees with Riley families	<p>Strengths Needed:</p> <ol style="list-style-type: none">1 - Empathetic2 - Communication3 - Critical Thinker4 - Organization5 - Personable
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Riley Relations Executive and fellow Riley Relations Chairs• Riley Relations Committee Members• Riley Families	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Attend weekly meeting with Executive and Chairs• Attend weekly Committee meeting• Attend weekly Chamber meetings• Frequent communication with committee members• Updates spreadsheet of emails sent to families and their responses

MERCHANDISE LOGISTICS CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <ul style="list-style-type: none">• Help to develop the Merchandise position• Assist with tasks delegated by Executive, including but not limited to:<ul style="list-style-type: none">○ Business/strategy research○ Taking inventory of current PUDM merchandise○ Communicating between committees	<p>Strengths Needed:</p> <p>1 – Creativity</p> <p>2 – Data Collecting Experience</p> <p>3- Adaptability</p> <p>4 - Flexibility</p> <p>5 - Strategic</p> <p>6 - Organization</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Merchandise Executive• Productions Design Executive and Chairs• VP Finance	<p>What Does a Typical Week Look Like?</p> <p>The Merchandise Logistics Chair is responsible for meeting with the Merchandising Executive and Design Chair weekly to discuss new and old ideas. This Chair must also attend the weekly Chamber meeting on Sundays.</p>

FUNDRAISING CHALLENGES CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>Will craft ALL organization fundraising challenges and respective materials for internal team with the help of the Fundraising Executive.</p> <p>Will work with the Executive to create fundraising challenge templates.</p> <p>Will work with Campus Relations and FSCL to brainstorm fundraising challenges between houses and hall teams</p>	<p>Strengths Needed:</p> <p>1 – Ability to communicate complex ideas to different groups of people</p> <p>2 – Desire to evoke action in large groups</p> <p>3 – Quickly adapt to unforeseen difficulties</p> <p>4 – Appropriate level of self-assurance</p> <p>5 – Lead small groups with confidence</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Fundraising Executive and fellow Fundraising Chairs• Fundraising Committee Members• FSCL Executive• Campus Relations Executive• VP Finance	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• 1-hour weekly committee meeting• 1-hour weekly 1v1 or group meeting between Chairs and exec• 1-2 hour weekly Chamber meetings• 2-hours to work on creating challenges and materials• Total: 4-6 hours per week

FUNDRAISING DEVELOPMENT CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>Will be resident expert on Fundraising:</p> <ul style="list-style-type: none">• National best practices• PUDM best practices <p>Create surveys after push-days to evaluate success</p> <p>Work to connect statistics to fundraising for minimum fundraising goals and push-days</p> <p>Will work to integrate Fundraising into the nature of PUDM.</p>	<p>Strengths Needed:</p> <p>1 – Ability to communicate complex ideas to different groups of people</p> <p>2 – Desire to learn</p> <p>3 – Appropriate level of self-assurance</p> <p>4 –Lead small groups with confidence</p> <p>5 – Experience compiling research findings</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Fundraising Executive and fellow Fundraising Chairs• Fundraising Committee Member• Development Executive and Chairs	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• 1-hour weekly committee meeting• 1-hour weekly 1v1 or group meeting between Chairs and Exec• 1-2 hour weekly Chamber meetings• 2-hours to devote to compiling fundraising information and creating best practices for all of PUDM• Total: 4-6 hours per week

FUNDRAISING EDUCATION CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>Will work to ensure that fundraising committee members are being utilized to their full extent.</p> <p>Will function as Fundraising’s “Member Relations.”</p> <p>Implementing fundraising education within the organization and going to other Committee Meetings</p> <p>Will be Fundraising’s Exec and Chair’s right-hand man, so will need to have a solid understanding of both Fundraising and PUDM’s inter-workings.</p>	<p>Top 5 Strengths Required:</p> <p>1 – Ability to communicate complex ideas to different groups of people</p> <p>2 – Appropriate level of self-assurance</p> <p>3 – Create opportunities for improvement</p> <p>4 – Give & take criticism professionally</p> <p>5 – Lead small groups with confidence</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Fundraising Executive and fellow Fundraising Chairs• Fundraising Committee Members• Participant Communications Executive and Chairs	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• 1-hour weekly committee meeting• 1-hour weekly 1v1 or group meeting between Chairs and Exec• 1-2 hour weekly Chamber meetings• 2-hours to keep available for working with Chairs and Exec to ensure committee members are being used to their full extent• Total: 4-6 hours per week

FSCL OUTREACH CHAIR (2)

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>The main goal of this position is to reach out to Fraternities, Sororities, and Cooperatives to encourage their members to participate in PUDM and other org-wide events. To do this, one will typically have to communicate through texts or emails with the contacts in each house. One also should be an active member of Greek Life. In addition, one will have to visit houses for table talks to communicate with each chapter about upcoming events. They will also be responsible to help conduct committee meetings every week. This year, these chairs will be required to go to more Greek Life and Cooperative philanthropies and events. There will also be a focus on creating challenges in order to motivate Greek houses and finding new incentives.</p>	<p>Strengths Needed:</p> <p>1 – Communication</p> <p>2 – Motivation</p> <p>3 – Time Management</p> <p>4 – Comfortable talking with a lot of different people</p> <p>5 - Reliability</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• FSCL Outreach Executive and fellow FSCL Outreach Chairs• Philanthropy chairs of each chapter• FSCL Outreach committee members• FSCL Presidents	<p>What Does a Typical Week Look Like?</p> <p>A typical week will include a Chamber meeting, a committee meeting, and a meeting with your Executive. Throughout the week, this person will be reaching out to chapters and updating them on upcoming events through texts, emails, and table talks. On certain weeks, you may have an event to attend like Grill Out Chill Out or Greek Olympics.</p>

HIGH SCHOOL RELATIONS CHAIR (3)

Purdue University Dance Marathon 2020

<p>Position Description:</p> <ul style="list-style-type: none">• Assist Executive to facilitate the relationship between High School Dance Marathons and PUDM (Will be assigned 3-4 marathons)• Be present at Elementary and High School Dance Marathon meetings to provide direction and advice• Communicate the needs of the Elementary and High Schools to the Executive and the Committee• Lead a Sub-Committee to collaborate on issues within Elementary and High School Dance Marathons• Communicate with high school dance marathon advisors	<p>Strengths Needed:</p> <p>1 – Communication</p> <p>2 - Time Management</p> <p>3 - Organization</p> <p>4 - Relator</p> <p>5 - Arranger</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• High School Marathon Relations Executive and fellow High School Marathon Relations Chairs• High School Marathon Relations Committee• Elementary and High School Marathons (student presidents)	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Attend weekly Chamber meetings• Attend meetings with Executive and fellow Chairs• Attend weekly HSMR committee meeting• Attend an Elementary and/or High School Dance Marathon meeting (either skype or in person)• Attend Elementary and/or High School Marathons (usually Fridays or Saturdays)

HIGH SCHOOL MARATHON RELATIONS SECRETARY CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <ul style="list-style-type: none"> • Helps keep committee documents organized and easily accessible • Manages and tracks committee member attendance and participation • Assists the Executive with planning efficient, informative meetings • Assists the Executive with tracking Elementary and High School Marathon progress • Compile information from Elementary and High school Marathon meetings • Assist in creating meeting powerpoints 	<p>Strengths Needed:</p> <p>1 – Proficient in Excel</p> <p>2 - Organization</p> <p>3 - Communication</p> <p>4 - Responsibility</p> <p>5 - Initiative</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none"> • High School Marathon Relations Executive and fellow High School Marathon Relations Chairs • High School Marathon Relations Committee 	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none"> • Attend weekly Chamber meetings • Attend meetings with Executive and fellow Chairs • Attend weekly HSMR committee meeting • Attend Elementary and/or High School Marathons (usually Fridays or Saturdays) • Stay in regular contact with Executive and fellow Chairs to record all necessary Committee and High School information

IN-EVENT SPONSORSHIP CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>This position will require a lot of self-discipline and organization. This Chair will be responsible for working alongside the In-Kind Executive and In-Kind Strategy Chair to locate local businesses to reach out to for Marathon meals. This chair will be in charge of contacting local businesses to procure food donations for meals at the Marathon and events throughout the year. This chair will also be responsible to attend specific meetings with store owners and managers regarding marathon meals in the absence of, or alongside, the In-Kind Sponsorship Executive. This Chair will assist the Executive to run the Hospitality Gym at the marathon, including, but not limited to, planning the pick-up and delivery of Marathon meals, overseeing committee members, and food serving during meal times. As far as committee responsibilities, the In-Event Sponsorship chair will work to engage and update committee members with obtaining food donations for the marathon.</p>	<p>Strengths Needed:</p> <ol style="list-style-type: none">1 - Communication2 - Dependability3 - Organization4 - Professionalism5 - Flexibility
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• In-Kind Sponsorship Executive and fellow In-Kind Chairs• Logistics Executive• Morale Executive• Riley Relations Executive• VP Internal• VP Finance	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Committee Meeting (1 Hour)• Weekly Chamber Meeting (1 Hour)• Meeting with fellow Chairs and Executive (Varies)• Internal Meetings (Mostly Fall Semester)• Meeting with Restaurants (1-3 hours)• Chair Duties (3 hours)

IN-KIND RELATIONS CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>This chair will be in charge of locating and contacting businesses for donations for various events throughout the year, such as procuring the donation of items including, but not limited to, dancer bags for the marathon, 5K bags for the FT5K, items to be used as giveaways and fundraising incentives for participants, and auction items for the Stewardship and Silent Auction. This chair will also aid the In-Kind Executive in creating and pitching large in-kind asks to businesses.</p>	<p>Strengths Needed:</p> <ol style="list-style-type: none">1 – Professionalism2 – Strategic thinker3 – Communication4 – Self-starter5 - Adaptability
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• In-Kind Sponsorship Executive and fellow In-Kind Chairs• Fundraising Executive• Special Events Executive	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Committee Meeting (1 Hour)• Weekly Chamber Meeting (1 Hour)• Meeting with fellow Chairs and Executive (Varies)• Contacting businesses for In-Kind donations (4-6 Hours)• Chair Duties (3 hours)

IN-KIND STRATEGY CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>This Chair will be in charge of locating businesses for potential in-kind donations and creating a strategic action plan to contact businesses and steward them to foster good relations. In addition, this Chair will also work with the In-Kind Executive to locate and contact all people involved with PUDM that have food allergies and ensure that there are meals at the Marathon to meet their dietary needs. This chair will be responsible for setting up all Skip-A-Meals for PUDM throughout the year and assisting the Executive plan and run both Stix-For-Kids. This chair will also be responsible for keeping the committee organized and helping create effective meetings. This can be accomplished through meetings with your Executive on deciding overall goals for the committee, planning events, and inspirational activities during meetings.</p>	<p>Strengths Needed:</p> <ol style="list-style-type: none">1 – Strategic thinker2 – Innovative3 – Organization4 – Communication
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• In-Kind Sponsorship Executive and fellow In-Kind Chairs• Stewardship Executive and Chairs• VP Finance	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Committee Meeting (1 Hour)• Weekly Chamber Meeting (1 Hour)• Meeting with fellow Chairs and Executive (Varies)• Chair Duties and assisting Exec with meeting preparation (3 hours)

INTERNAL STEWARDSHIP CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>A Stewardship Chair is responsible for working alongside the Stewardship Executive to nurture PUDM relationships. The Internal Stewardship Chair will work on the implementing and recognizing our Internal relationships (PUDM members at all levels) year-round. This chair will have a very vital position this year in revamping internal stewardship both at the marathon and with our Chairs and Committee Members. This position will include a lot of brainstorming new ideas and internal motivation to implement new ways of stewarding our organization.</p>	<p>Strengths Needed:</p> <p>1 - Empathetic</p> <p>2 - Includer</p> <p>3 - Maximizer</p> <p>4 - Developer</p> <p>5 - Futuristic</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Stewardship Executive• Participant Communications Executive• Riley Relations Executive• Executives with a Committee• VP Membership	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Chamber meetings weekly on Sundays• Stewardship Meetings – meeting between Stewardship Executive and fellow Stewardship Chairs. These will serve as our weekly committee meetings.• Pop-up 1-on-1s with Stewardship Executive as needed

LEADERSHIP DEVELOPMENT CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>Deal with all things related to marathon preparedness and Morale leadership. Ensure that Morale is equipped to effectively engage, motivate, and lead participants during the marathon. They will work closely with the Morale Executive to focus meetings on specific training goals and themes as well as to improve the training process to engage Moralers and lead meetings as needed. Also responsible for external Morale development. This Chair will work to think of ways to keep the Morale committee involved holistically with PUDM (e.g. joint meetings or events). This chair will have a big focus on brainstorming ways that color tracks can be improved.</p>	<p>Strengths Needed:</p> <p>1 – Developer</p> <p>2 – Goal-driven</p> <p>3 – Creativity</p> <p>4 - Communication</p> <p>5 - Empathy</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Morale Executive and fellow Morale Chairs• Development Executive and Chairs	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Chamber meeting weekly• Morale Executive and Chairs meeting weekly• Committee Meeting weekly

LOGISTICS COORDINATION CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>The Logistics Coordination Chair is a critical position in regard to the operations of the Marathon. The Logistics Coordination Chair is responsible for creating the timeline and movement of people at the Marathon with assistance from the Logistics Executive, as well as assisting the Facilities Management Chair with the operations of the CoRec during the Marathon, including security procedures, training, and execution. A major focus for this Chair position is improving color track procedures at the Marathon. In addition to the emphasis on improving color tracks, we will be placing increased importance on improving the experience of all participants and increasing the number of members in attendance at the Marathon's beginning and end. Someone in this Chair position can expect to tie up loose ends within Logistics that are not specifically covered by the responsibilities and duties of the other Logistics Chairs.</p>	<p>Strengths Needed:</p> <ol style="list-style-type: none">1 - Arranger2 - Adaptability3 - Communicator4 - Empathy5 - Maximizer
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• CoRec Facility and Reservation Professional and Student Staff• VP Internal• VP Membership and Executives• Logistics Executive and fellow Logistics Chairs• Logistics Committee Members	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Committee Member Meeting• Assist Logistics Exec with meeting preparation• Bi-weekly Co-Rec Staff meetings• 1-on-1 meeting with Logistics Exec• Meetings with other Execs as need be• Weekly Chamber meetings

MEMBERSHIP ENGAGEMENT CHAIR

Purdue University Dance Marathon 2020

<p>Position Description: Guide the Moraler's leadership and prepare Moralers for the marathon! Work on the family aspect of Morale by organizing the committee into color tracks, while developing methods of encouraging committee member socialization and involvement. Work with Leadership Development Chair in order to make Color Captains efficient leaders for their members and to engage and motivate participation at Marathon. This chair will focus meetings on specific training goals and themes to engage Moralers.</p>	<p>Strengths Needed: 1 – Natural Leadership 2 – Motivator 3 – Involved & In-tune 4 - Personable 5 - Communication</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Morale Executive and fellow Morale Chairs• Color Captains• Stewardship• Development	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Chamber meeting weekly• Morale Executive and Chairs meeting weekly• Committee Meeting weekly• Color Captain meeting weekly

MEMBERSHIP MANAGEMENT CHAIR

Purdue University Dance Marathon 2020

<p>Position Description: Deal with all of the logistical challenges that arise as a result of leading an 80+ member committee. Find ways to increase and track member attendance, retention, and motivation. Implement and track fundraising in Morale. Encourage member participation in all PUDM events. Send out weekly meeting minutes. Plan the Morale retreats and Bucket Blitz.</p>	<p>Strengths Needed:</p> <ol style="list-style-type: none">1 – Organization2 – Time-management3 – Communication4 – Professionalism5 – Proficient in Excel
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Morale Executive and fellow Morale Chairs• Fundraising Executive and Chairs• Stewardship	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Chamber meeting weekly• Morale Executive and Chairs meeting weekly• Committee Meeting weekly• Send out Morale weekly meeting minutes

FSCL COMMITTEE ENGAGEMENT CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>The FSCL Committee Chair is responsible for coming up with new ways to engage the FSCL Committee. They will logistically focus on connecting committee members with FSCL outreach and their houses in general. They will also work closely with committee members to provide the tools and resources needed to engage their houses. Their main focus will be to build relationships with committee members in order to connect them to PUDM and discover their own “why.”</p>	<p>Strengths Needed:</p> <p>1 - Creativity</p> <p>2 - Communication</p> <p>3 - Involved</p> <p>4 - Comfortable talking with a lot of different people</p> <p>5 - Reliability</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• FSCL Committee Members• FSCL Executive• FSCL Presidents• VP External	<p>What Does a Typical Week Look Like?</p> <p>They would be responsible for meeting with the FSCL Executive to discuss their ideas. They would also be responsible for communicating with Committee Members and finding better ways with incentivize and engage them. This would require weekly committee meetings and meeting with their executive. This would also require meetings with the VP External as needed. A biweekly chamber meeting is also mandatory for this position.</p>

MULTICULTURAL OUTREACH CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>The Multicultural Outreach Chair will focus on creating mutually beneficial relationships with international and multicultural organizations on Purdue's campus. This Chair will be expected to attend some events hosted by international and multicultural organizations. This Chair will also focus on recruitment and encouraging these organizations to participate in PUDM.</p>	<p>Strengths Needed:</p> <p>1 - Relator</p> <p>2 - Extrovert</p> <p>3 - Professionalism</p> <p>4 – Eager to Meet New People & Learn</p> <p>5 - Educator</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Campus Relations Executive and fellow Campus Relations Chairs• Cultural and Resource Centers• Multicultural and international organizations• University Residence Global (URGlobal)	<p>What Does a Typical Week Look Like?</p> <p>This Chair will be contacting different multicultural and international organizations every week and forming mutually beneficial relationships. This Chair might spend one night a week making in-person contact whether that be in a meeting, visiting a cultural center, or attending an event put on by one of these organizations. This Chair will also have a weekly committee meeting as well as weekly meetings with the Campus Relations Executive.</p>

ON-CAMPUS STRATEGY CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <ul style="list-style-type: none">• This Chair will organize and execute chalking, flyering, and sheet signs at strategic times and locations throughout campus.• This Chair will devise and manage promotional tables on campus• This Chair will help plan, execute, revitalize, or potentially overhaul promotional weeks (John & David Week, etc.)• This Chair will strategize on how to portray PUDM to campus—what do you people like about PUDM? Why do students choose not to participate?• This Chair will use previous on-campus advertising methods• Work closely with campus relations to plan and brainstorm the best on-campus strategies	<p>Strengths Needed:</p> <p>1 - Logistical</p> <p>2 - Empathy</p> <p>3 - Vision</p> <p>4 - Creativity</p> <p>5 – Aesthetically Inclined</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Public Relations Executive and fellow Public Relations Chair• Special Events Executive and Chairs• Outreach Executives• Productions Design Executive• Membership Executives	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Scheduling and organizing flyering / chalking events• Investigating innovative methods to raise awareness of PUDM on campus• Researching/brainstorming on-campus marketing campaigns• Attending weekly committee member meetings and weekly Chamber meetings

PARTICIPANT RELATIONS CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>Along with his or her Executive, the Participant Relations Chair will help:</p> <ul style="list-style-type: none">• Create a stronger, healthier relationship between participants and the rest of PUDM through different touchpoints (i.e. Riley kids/families, Chamber, Committee Members).• Run participant initiatives throughout the year including, our WHY, participation opportunities, general updates, etc.• Create and utilize better resources/toolkits for participants.• Communicate and hold meetings for dancers throughout the year	<p>Strengths Needed:</p> <p>1 - Individualizer</p> <p>2 - Inclusive</p> <p>3 - Strategic</p> <p>4 - Creative</p> <p>5 - Organized</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Participant Communications Executive and fellow Participant Communications Chair• VP Membership• Entire Membership Focus• Outreach Executive and Chairs• Fundraising Executive and Chairs	<p>What Does a Typical Week Look Like?</p> <p>All chairs are expected to attend weekly Chamber meetings. The Participant Relations Chair will also be responsible for attending an additional meeting at least once a week. The Participant Relations Chair should have at least four to five hours a week set aside for executing their duties outside of meetings, possibly more depending on the week.</p>

RILEY RELATIONS PROGRAMMING CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <ul style="list-style-type: none">• Plans monthly Riley Relations events for families and committee members• Plans organization-wide events for Riley families and all committees• Provides fun and engaging experiences for Riley families and members of PUDM to build meaningful relationships• Creates and organizes a Google calendar with all families' extracurricular events• Calls places to organize events, scheduling events, and thinking of new ideas for events• Committee Engagement and showing committee members the impact that they make	<p>Strengths Needed:</p> <p>1 - Creativity</p> <p>2 – Task-oriented</p> <p>3 - Communication</p> <p>4 - Organization</p> <p>5 - Flexibility</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Riley Relations Executive and fellow Riley Relations Chairs• Riley Families• Outreach and Athletic Chairs• Special Events	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Attend weekly meeting with Executive and Chairs• Attend weekly Committee meeting• Attend weekly Chamber meetings• Plan ahead for upcoming family events• Update the Calendar

RILEY RELATIONS STRATEGY CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <ul style="list-style-type: none">• Facilitates an inviting and inclusive committee culture• Assists the Executive with creating efficient and informative meetings• Creates a detailed outline for the Riley Room for the marathon• Manages and tracks committee member attendance• Tracks and compiles data from committee surveys• Assists in the Riley family and committee member pairing process• Tracking and planning for Bucket Blitz• Membership management in terms of organizing committee planning, people, and engagement• Family Captain Development	<p>Strengths Needed:</p> <p>1 – Strategic Thinker</p> <p>2 - Innovative</p> <p>3 - Organization</p> <p>4 - Meticulous</p> <p>5 - Collaborative</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Riley Relations Executive and fellow Riley Relations Chairs• Riley Relations Committee• Logistics Chairs	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Attend weekly meeting with Executive and Chairs• Attend weekly Committee meeting• Attend weekly Chamber meetings• Manage and track Committee Member attendance• Work on the plan for the Riley Room

SPECIAL EVENTS CHAIR (3)

Purdue University Dance Marathon 2020

<p>Position Description:</p> <ul style="list-style-type: none">• Helps executive plan and organize various Special Events (5K, Grill Out Chill Out, Riley Kid Birthday Party, Greek Olympics, and any other event PUDM may host)• Works with community resources and other student organizations around campus to donate items and co-sponsor events• Assists executive with making committee member experience exciting and inviting• Implementing new Special Events• Chairs will work with Campus Relations to facilitate a block party in the fall	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 - Organization2 - Strategic3 – Problem Solver4 - Communication5 - Accountability
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Special Events Executive• Special Events Committee Members and fellow Special Events Chairs• FSCL Executive and Chairs• Public Relations Executive and Chairs• Student organizations across campus• Community businesses/potential sponsors	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Attend weekly Committee meeting• Attend weekly Chamber meetings• Manage and track Committee Member attendance• Work on Special Events Coordination throughout the week with Exec/chairs• Mandatory attendance at special events throughout the year

SPONSORSHIP RELATIONS CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <ul style="list-style-type: none">• Assist Monetary Executive with pitching to and securing donations from corporate sponsors• Works to maintain relationships with corporate sponsors• Work on corporate sponsorships packet with Productions Media and script sheets• Works with strategy chair and exec to pitch to committee meetings	<p>Strengths Needed:</p> <ol style="list-style-type: none">1 - Professionalism2 - Strategic Thinker3 - Well-spoken4 - Positivity5 - Communication
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Monetary Executive and fellow Monetary Chair• Accounting Executive and Chairs• Public Relations Executive and Chairs• Stewardship Executive and Chairs	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Committee meeting• Weekly reports• Weekly Sponsorships meeting (In-Kind and Monetary)• Work on who is going to do pitches each week• Weekly chamber meetings

CORPORATE OUTREACH CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <ul style="list-style-type: none">• Keeps track of Riley buckets at local businesses• Creates “Sponsorship Toolkits” for Chamber and Committee Members• Creates and updates educational packets for businesses to show the benefits of working with PUDM• Work on strategy with executive on giving pitches during committee meetings	<p>Strengths Needed:</p> <p>1 – Professionalism</p> <p>2 – Adaptability</p> <p>3 – Strategic thinker</p> <p>4 – Relator</p> <p>5 - Communication</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Monetary Executive and fellow Monetary Chair• Local businesses• Sponsorship Committee Members	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Weekly Riley bucket checks• Weekly Chamber meeting• Weekly Committee meeting• Weekly Sponsorships meeting (In-Kind and Monetary)

STUDENT LIFE OUTREACH CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>The Student Life Outreach Chair focuses on recruiting freshman and transfer students to PUDM. This Chair is the primary contact for residence halls and dining courts. This chair is focused on making a year long strategy plan for making relationships with other on campus student organizations. This chair will also find events that everyone in PUDM can go to in order to support other clubs. This chair will also have a big focus on working with the Special Event Executive to create a block party in the fall to encourage registration.</p>	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 - Professionalism2 - Personable3 - Educator4 - Extroverted5 - Well-Spoken
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Campus Relations Executive and fellow Campus Relations Chairs• Residence Hall Association (RHA)• Purdue Dining and Catering• University Residences Global (URGlobal) - Alongside Multicultural Outreach Chair• Productions Design Executive• Other Student Organizations	<p>What Does a Typical Week Look Like?</p> <p>Each week the Student Life Outreach Chair will work with committee members to create new and innovative ideas for recruiting new students. This Chair will be in contact with the Residence Hall Association and other contacts within residence halls to encourage registration. This Chair will have a weekly committee meeting as well as weekly meetings with the Campus Relations Executive.</p>

TEAM CAPTAIN RELATIONS CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>Along with his or her Executive, the Team Captain Relations Chair will help:</p> <ul style="list-style-type: none">• Create a stronger, healthier relationship between participants through Team Captains and the rest of PUDM through different touchpoints (i.e. Riley kids/families, Chamber, Committee Members).• Run Team Captain initiatives throughout the year including, our WHY, participation opportunities, general updates, etc.• Create and utilize better resources/toolkits for Team Captains to pass on to their teammates and fellow participants.• Meet with Team Captains throughout the year	<p>Strengths Required:</p> <p>1 - Individualizer</p> <p>2 - Inclusive</p> <p>3 - Strategic</p> <p>4 - Creative</p> <p>5 – Motivator</p> <p>6 - Communication</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Participant Communications Executive and fellow Participant Communications Chair• Team Captains• VP Membership• Entire Membership Focus• Outreach Executive and Chairs• Fundraising Executive and Chairs	<p>What Does a Typical Week Look Like?</p> <p>All chairs are expected to attend weekly Chamber meetings. The Team Captain Relations Chair will also be responsible for attending an additional meeting at least once a week. The Team Captain Relations Chair should have at least four to five hours a week set aside for executing their duties outside of meetings, possibly more depending on the week. This position also requires attendance of an occasional Team Captain callout or meeting.</p>

TECHNOLOGY MANAGEMENT CHAIR

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>Throughout the year, this Chair is in charge of managing our website, as well as continuing to develop and manage our app and setting up the livestream for the marathon. They will be in charge of managing all of the technology that PUDM uses throughout the year. This Chair plays a large part in making sure PUDM remains a professional organization through technology. This chair will help to manage the website and security as well as develop an app for the marathon and set up the live stream. A big focus for the chair this year is to find new ways to secure the website and other technology platforms.</p>	<p>Strengths Needed:</p> <p>1 - Proficient with Technology</p> <p>2 - Coding Experience</p> <p>3 – Responsibility</p> <p>4 - Developer</p> <p>5 – Independent</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Productions Media Executive and fellow Productions Chairs• Logistics Executive• Elliott Representative• New Technology advisor	<p>What Does a Typical Week Look Like?</p> <p>Website updates, weekly meetings with Exec and Chairs and committee. Every other week a meeting with all of chamber. Typically works on the app for a while every week. Reach out to committee members to see how they are doing. A meeting to start talking about the livestream for the marathon.</p>

VIDEOGRAPHY CHAIR (4)

Purdue University Dance Marathon 2020

<p>Position Description:</p> <p>This Chair takes all videos at PUDM events and for promotional purposes. Both current and future years use the videos for promotional posts and future videos. This Chair organizes the videos they take, so Productions Media can find them throughout the year, brainstorms ideas for videos and executes these ideas with the Productions Media Executive. This Chair will play a big role in how the public will see our organization now and in the future. Two of the chairs will focus on videography throughout the year with one focused on planning and creating videos and promos specifically for the marathon. All chairs will work with photography along with videography.</p>	<p>Strengths Needed:</p> <ol style="list-style-type: none">1 - Adaptability2 - Organization3 - Communication4 - Creativity5 - Video Experience
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Productions Media Executive and fellow Media Chairs• Generally, collaborates with all leadership team throughout the year	<p>What Does a Typical Week Look Like?</p> <p>Weekly meetings with committee and with Executive as well as Chamber meetings every other Sunday. Organizing and editing videos. Attending a PUDM event to take videos. Making sign-up sheets for committee members to sign up to help out and getting them excited to do so.</p>