

ACCOUNTING CHAIR (4)

Purdue University Dance Marathon 2018

<p>Position Description: 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 Road Wars. Since we are not having committee members this year, Accounting Chairs must be present in all events 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 work loads 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.</p>	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 - Consistency2 - Professionalism3 - Attentive4 - Organized5 - 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 Road wars, Bars, and Various cannings</p> <p>Sunday: Count all cannings for the week</p>

ALUMNI RELATIONS CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>A Stewardship Chair is responsible for working alongside the Stewardship Executive to nurture PUDM relationships. The Alumni Stewardship Chair will work on the implementing and recognizing our Alumni relationships year-round.</p> <p>**Since this position is brand new, this will be a learning process for all involved, but that also means that there is great room for development and innovation.</p>	<p>Top 5 Strengths Required:</p> <p>1 - Curious</p> <p>2 - Organized</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 Executive• Vice President – Membership• PUDMA Presidential Board• Various Alumni	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Chamber meetings biweekly on Sundays• Stewardship Meetings – meeting between Stewardship Executive, Internal Stewardship Chairs, and External Stewardship Chair. These will serve as our weekly committee meetings• Pop-up 1 v. 1's with Stewardship Executive as needed

ATHLETICS OUTREACH CHAIR

Purdue University Dance Marathon 2018

<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 also coordinates with the Purdue Student Athletic Advisory Committee to plan our student athlete talent show, Boilers Got Talent. The Athletics Chair is constantly communicating with Purdue Athletics and other committees to ensure the success of these events.</p>	<p>Top 5 Strengths Required:</p> <p>1 – Good Communicator</p> <p>2 - Organized</p> <p>3 - Professional</p> <p>4 - Relator</p> <p>5 - Flexible</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• 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 also have a weekly committee meeting as well as weekly meetings with the Campus Relations Executive.</p>

COMMUNITY STRATEGY CHAIR

Purdue University Dance Marathon 2018

<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 Corporate committee to ensure the success of communications and shape the portrayal of PUDM• This Chair will devise campaigns on how to portray PUDM in a positive light to more than just students in the area• 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	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 – Professional Communication2 - Creativity3 – PR Experience4 - Maturity5 – Team Player
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• PR Executive• Special Events Committee• Corporate Committee• Hospitality Committee• Productions Committee	<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 Hospitality committee to create and structure Skip-a-Meals• Collaborating with Corporate committee to formulate professional communications

COOPERATIVE OUTREACH CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>The main goal of this position is to reach out to Cooperative Houses and encourage their members to participate in PUDM. 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 Cooperative 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 position is also in charge of helping organize Greek Olympics and Grill Out Chill Out.</p>	<p>Top 5 Strengths Required:</p> <p>1 – Timely Communicator</p> <p>2 – Effective Motivator</p> <p>3 – Strong Time Management</p> <p>4 – Comfortable talking with a lot of different people</p> <p>5 - Reliable</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• FSCL Outreach Executive• Other FSCL Outreach Chairs• Philanthropy chairs of houses• FSCL Outreach committee members	<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 houses and updating them on upcoming events through texts, emails, and table talks. On certain weeks, you may have an event to attend and help coordinate, such as Greek Olympics or Grill Out Chill Out.</p>

CORPORATE IN-KIND CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <ul style="list-style-type: none">• In charge of contacting businesses for donations for various events throughout the year• Responsible for getting dancer/5K bags and items to fill each bag• Secure donations to be used as fundraising incentive for promotional weeks/at marathon	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 - Professional2 - Self-Starter3 - Strategic Thinker4 - Well-Spoken5 - Accountable
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Corporate Executive and Chairs• Special Events• Fundraising	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Expect an average of 4-6 hours a week contacting businesses for In-Kind donations during business hours• Hold "office hours" once a week for committee to assist• Committee meetings• Weekly reports

CORPORATE RELATIONS CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <ul style="list-style-type: none">• Assist Corporate Executive with researching, pitching to, and securing donations from corporate sponsors• Help create a corporate strategic plan of action for best timing practices	<p>Top 5 Strengths Required:</p> <p>1 - Professional</p> <p>2 - Strategic Thinker</p> <p>3 - Well-Spoken</p> <p>4 - Positive</p> <p>5 - Communication</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Corporate Executive and Chairs• Accounting• Public Relations	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Expect an average of 4-6 hours a week contacting businesses for In-Kind donations during business hours• Hold "office hours" once a week for committee to assist• Committee meetings• Weekly reports

DANCER RELATIONS CHAIR (3)

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>Along with his or her Executive, Dancer Relations Chairs will help:</p> <ul style="list-style-type: none">• Create a stronger, healthier relationship between dancers and the rest of PUDM through different touchpoints (i.e. Riley kids/families, Chamber, Committee Members).• Run dancer initiatives throughout the year including, our WHY, participation opportunities, general updates, etc.• Create and utilize better resources/toolkits for dancers.• Maximize the potential of myPUDM.• Communicate with dancers throughout the year.	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 - Individualizer2 - Inclusive3 - Strategic4 - Creative5 - Organized
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Dancer Relations Executive• Vice President of Membership• Development• Stewardship• Outreach• Fundraising	<p>What Does a Typical Week Look Like?</p> <p>All Chairs are expected to attend biweekly Chamber meetings. Dancer Relations Chairs will also be responsible for attending an additional meeting at least once a week. Dancer Relations Chairs 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>

DEVELOPMENT CHAIR (3)

Purdue University Dance Marathon 2018

<p>Position Description:</p> <ul style="list-style-type: none">• This is the first year for Development. If you are selected for this position, be prepared to work closely in a team with your Exec and Co-Chairs. You will be a part of establishing the foundation for this position.• 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>Top 5 Strengths Required:</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 & Secretary• VP Finance, Accounting, and Fundraising• Riley Relations• Productions	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Attend biweekly 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

ENTERTAINMENT RELATIONS CHAIR

Purdue University Dance Marathon 2018

<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 technicians from Elliott Hall of Music throughout the event to ensure a reliable and quality sound transmission throughout the Marathon.</p>	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 - Communication2 - Adaptability3 - Futuristic4 - Responsibility5 - Restorative
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Community Entertainment Acts• Logistics Chairs/Exec/Committee• Public Relations Employees of Entertainment Acts• Productions Media Executive and Productions Chamber	<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 Elliott Hall of Music and entertainment acts• One-on-One meeting with Logistics Exec• Meetings with other Execs as needed• Bi-weekly PUDM chamber meetings

ENTRY-LEVEL CORPORATE DONATIONS CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <ul style="list-style-type: none">• Place buckets at local businesses to collect donations• Reach out to student organizations for color track sponsorships• Apply for grants to cover various expenses throughout the year	<p>Top 5 Strengths Required:</p> <p>1 - Trustworthy</p> <p>2 - Professional</p> <p>3 - Strategic Thinker</p> <p>4 - Well-Spoken</p> <p>5 - Accountable</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Corporate Executive and Chairs• Public Relations	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Expect an average of 4-6 hours a week contacting businesses for In-Kind donations during business hours• Hold "office hours" once a week for committee to assist• Committee meetings• Check bucket locations to see if emptying is necessary• Weekly reports

EXTERNAL STEWARDSHIP CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>A Stewardship Chair is responsible for working alongside the Stewardship Executive to nurture PUDM relationships. The External Stewardship Chair will work on the implementing and recognizing our External relationships year-round.</p> <p>**Since this position is brand new, this will be a learning process for all involved, but that also means that there is great room for development and innovation.</p>	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 - Professional2 - Communication3 - Ideation4 - Focus5 - Harmony
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Stewardship Executive & VP Membership• Corporate Executive• Hospitality Executive• Accounting Executive• Special Events Executive• Fundraising Executive• FSCL Outreach Executive• Campus Relations Executive• HS Marathon Relations Executive	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Chamber meetings biweekly on Sundays• Stewardship Meetings – meeting between Stewardship Executive, Alumni Stewardship Chair, and Internal Stewardship Chairs. These will serve as our weekly committee meetings• Pop-up 1 v. 1's with Stewardship Executive as needed

EVENT OPERATIONS CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>The Event Operations Chair, formerly known as the Marathon Operations Chair, will be working closely with Elliott Hall of Music throughout the year planning 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.</p>	<p>Top 5 Strengths Required:</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, Chairs, and Committee• Productions Media Executive and Chamber, specifically Technology Chair• Elliott Hall of Music• VP Internal	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Bi-Weekly PUDM Chamber Meetings• Weekly Committee Meetings• One-on-One meetings with Logistics Executive• Bi-Weekly Elliott Hall of Music Meetings• Weekly committee meeting preparation• Meetings with other Execs as need be

FACILITIES MANAGEMENT CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>The Facilities Management Chair will be the liaison between the Co-Rec and PUDM in regard to the Marathon throughout the year. They are responsible for reserving locations within the Co-Rec for the Marathon as well as managing reservation times and set-up. In addition to working with the Co-Rec, 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 Co-Rec throughout the Marathon.</p>	<p>Top 5 Strengths Required:</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">• Co-Rec Facility and Reservation Professional and Student Staff• VP Internal• VP Finance• Logistics Exec/Chairs/Committee	<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• Coordinate between Co-Rec and PUDM• One-on-One meeting with Logistics Exec• Meetings with other Execs as need be• Bi-weekly PUDM chamber meetings

FAMILY RELATIONS CHAIR

Purdue University Dance Marathon 2018

<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 the 'Flight Crew' Program• Inspires the entire organization to feel the heartbeat of our cause	<p>Top 5 Strengths Required:</p> <p>1 - Empathetic</p> <p>2 - Timely Communicator</p> <p>3 - Critical Thinker</p> <p>4 - Organized</p> <p>5 - Personable</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Riley Relations Executive• Riley Families• Riley Relations Strategy Chair	<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 biweekly Chamber meetings• Frequent communication with committee members• Updates spreadsheet of emails sent to families and their responses

FRATERNITY OUTREACH CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>The main goal of this position is to reach out to Fraternities and encourage their members to participate in PUDM. 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 position is also in charge of helping organize Greek Olympics and Grill Out Chill Out.</p>	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 – Timely Communicator2 – Effective Motivator3 – Strong Time Management4 – Comfortable talking with a lot of different people5 - Reliable
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• FSCL Outreach Executive• Other FSCL Outreach Chairs• Philanthropy chairs of each chapter• FSCL Outreach committee members	<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 and help coordinate, such as Greek Olympics or Grill Out Chill Out.</p>

FUNDRAISING CHALLENGES

Purdue University Dance Marathon 2018

<p>Position Description: Will craft ALL organization fundraising challenges and respective materials for internal team with the help of the Fundraising Executive.</p>	<p>Top 5 Strengths Required:</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• Fundraising Chairs and Committee	<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 Ehairs and exec• 1-2 hour biweekly Chamber meetings• 2-hours to work on creating challenges and materials• Total: 4-6 hours per week

FUNDRAISING COMMUNICATIONS

Purdue University Dance Marathon 2018

<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>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• Fundraising Chairs and Committee• Dancer Relations 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 biweekly 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

FUNDRAISING DEVELOPMENT

Purdue University Dance Marathon 2018

<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>Will work to integrate Fundraising into the nature of PUDM.</p>	<p>Top 5 Strengths Required:</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• Fundraising Chairs and Committee• 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 biweekly Chamber meetings• 2-hours to devote to compiling fundraising information and creating best practices for all of PUDM• Total: 4-6 hours per week

GRAPHICS CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>The Graphics Chair will be responsible for creating all graphics that are published for PUDM 2018. 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. This includes helping to run meetings, facilitating a family culture, and working to help the committee live up to its potential. This position will also work to improve member engagement through relationships with committee members. The Graphics Chair will be responsible for mediating ideas between committee members and executives through weekly meetings with Productions Executives and Chairs. These meeting will work to identify areas of improvement for the Productions committee and support the Graphics Chair in appropriate ways.</p>	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 - Creativity2 - Organization3 - Collaboration4 - Focus5 - 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• Graphics Sub-Committee	<p>What Does a Typical Week Look Like?</p> <p>In a typical week, the Graphics Chair would help lead the weekly Productions committee meeting. During this meeting, they would be responsible for leading their own graphics sub-committee. They are also responsible for meeting with the Productions Design Executive to discuss their ideas along with the committee's ideas for upcoming graphics. They are responsible for creating all graphics and submitting them to the Design Executive for approval.</p>

HIGH SCHOOL RELATIONS CHAIR (3)

Purdue University Dance Marathon 2018

<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	<p>Top 5 Strengths Required:</p> <p>1 – Efficient Communicator</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• 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 biweekly 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 2018

<p>Position Description:</p> <ul style="list-style-type: none"> • Helps keep the Committee documents organized & 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 	<p>Top 5 Strengths Required:</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 • 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 biweekly 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

HOSPITALITY CHAIR (2)

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>This position will require a lot of self-discipline and organization. Hospitality will consist of two Chairs. These Chairs will also be responsible to be at meetings with store owners and managers regarding marathon meals in the absence, or alongside the Hospitality Executive.</p> <p>As far as committee responsibilities, the Hospitality Chairs will not only be responsible for committee funds tracking, but also committee information and contact tracking.</p> <p>You 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>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 - Communication2 - Dependability3 - Interpersonal Skills4 - Professional5 - Flexibility
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Hospitality Executive• Hospitality Co-Chair• Logistics Executive• Morale Executive• Riley Relations Executive• VP Internal	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Committee Meeting (1 Hour)• Meeting with Co-Chair and Executive (Varies)• Internal Meetings (Mostly Fall Semester)• Meeting with Restaurants (1-3 hours)• Chair Duties and meeting preparation (3 hours)

INTERNAL STEWARDSHIP CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>A Stewardship Chair is responsible for working alongside the Stewardship Executive to nurture PUDM relationships. The Internal Stewardship Chairs will work on the implementing and recognizing our Internal relationships year-round.</p> <p>**Since this position is brand new, this will be a learning process for all involved, but that also means that there is great room for development and innovation.</p>	<p>Top 5 Strengths Required:</p> <p>1 - Input</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• Dancer Relations Executive• Public Relations Executive• Riley Relations Executive• Executives with a Committee• Vice President - Membership	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Chamber meetings biweekly on Sundays• Stewardship Meetings – meeting between Stewardship Executive, Alumni Stewardship Chair, and External Stewardship Chair. These will serve as our weekly committee meetings• Pop-up 1 v. 1's with Stewardship Executive as needed

LEADERSHIP DEVELOPMENT CHAIR

Purdue University Dance Marathon 2018

<p>Position Description: Deal with all things related to marathon preparedness and Morale leadership. Ensure that Morale is equipped to effectively engage, motivate, and lead dancers during the marathon. They will work closely with the Morale Executive to focus meetings on specific training goals and themes as well as improve the training process to engage Moralers and lead meetings as needed.</p>	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 – Goal Driven2 – Effective Communicator3 – Strong Interpersonal Skills4 - Empathy5 - Organized
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Morale Executive• Member Management Chair• Membership Engagement Chair	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Chamber meeting bi-weekly• Morale Executive and Chairs meeting weekly• Committee Meeting weekly

LOGISTICS COORDINATION CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>The Logistics Coordination Chair, formerly known as the Dancer Management 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 Co-Rec during the Marathon, including security procedures, training, and execution. A major focus for this Chair position this year is improving the bag check procedures at the Marathon. In addition to the emphasis on improving bag check, 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. To improve the people management skills of the individual chosen for Logistics Coordination, this position will be heavily relied upon by the Logistics Executive to plan committee member meetings, social events, and culture.</p>	<p>Top 5 Strengths Required:</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">• Co-Rec Facility and Reservation Professional and Student Staff• VP Internal• VP Membership and Executives• Logistics Exec/Chairs/Committee	<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• One-on-One meeting with Logistics Exec• Meetings with other Execs as need be• Bi-weekly PUDM chamber meetings

MEMBERSHIP ENGAGEMENT CHAIR

Purdue University Dance Marathon 2018

<p>Position Description: Formerly known as "Color Captains Chair". Guide the Moraler's leadership! Work on the family aspect of Morale by organizing the committee into color tracks, while developing methods of encouraging committee member socialization and involvement. Refine and track the color wars system to encourage organization-wide member engagement. Work with leadership development in order to make Color Captains efficient leaders for their members.</p>	<p>Top 5 Strengths Required: 1 – Strong Leadership Style 2 – Logistically Focused 3 – Writing Skills 4 - Organized 5 - Creative</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Morale Executive• Leadership Development Chair• Member Management Chair• Color Captains	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Chamber meeting bi-weekly• Morale Executive and Chairs meeting weekly• Committee Meeting weekly• Color Captain meeting weekly

MEMBER MANAGEMENT CHAIR

Purdue University Dance Marathon 2018

<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 road wars.</p>	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 – Organized2 – Writing Skills3 – Proficient in Excel4 – People Focused5 – Motivational Skills
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Morale Executive• Leadership Development Chair• Member Engagement Chair• Fundraising Executive	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Chamber meeting bi-weekly• Morale Executive and Chairs meeting weekly• Send out Morale weekly meeting minutes

MERCHANDISING CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>The Merchandising Chair is responsible for designing and producing all merchandise related to PUDM 2018. This involves designing each garment, working with companies to get the orders produced, and working with the Design Executive to create a year-long plan of all merchandise. In addition to creating all merchandise, the Merchandising Chair will help lead the Productions committee. This position will assist in running meetings, creating an inclusive committee, and leading a subcommittee at meetings. The Merchandising Chair will garner ideas from their subcommittee and communicate those to the Design Executive through weekly meetings. These meetings will help the Merchandising Chair efficiently produce successful merchandise throughout the year. The Merchandising Chair will also be responsible for keeping inventory of all PUDM merchandise and work to sell these items. They will also work to re-design the merchandise website to sell items there as well.</p>	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 - Communication2 - Creativity3 - Persistent4 - Strategic5 - Organized
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Productions Design Executive• Productions Committee Members• Public Relations Executive• Merchandising Sub-Committee	<p>What Does a Typical Week Look Like?</p> <p>In a typical week, the Merchandising Chair would help lead the weekly Productions committee meeting. During this meeting, they would lead any brainstorming sessions of merchandising along with their own subcommittee during “breakout” sessions. They would also be responsible for meeting with the Productions Design Executive to discuss their ideas along with committee ideas. This meeting would also include a monthly report of all ideas for upcoming merchandise. The Merchandising Chair would then design the merchandise to be used and submit it to the Design Executive for approval. This position would also require working with apparel companies to produce our PUDM 2018 merchandise on a weekly basis.</p>

MULTI-CULTURAL OUTREACH CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>The Multi-Cultural Outreach Chair is a brand new position for PUDM 2018. This Chair will focus on creating mutually beneficial relationships with international and multi-cultural organizations on Purdue's campus. This Chair will be expected to attend some events hosted by international and multi-cultural organizations. This Chair will be responsible for creating mutually beneficial relationships between PUDM and multi-cultural organizations. This Chair will also focus on recruitment and encouraging these organizations to participate in PUDM.</p>	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 - Relator2 - Extrovert3 - Professional4 - Eager to Meet New People & Learn5 - Educator
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Cultural and Resource Centers• Multi-cultural and international organizations• University Residence Global (URGlobal)	<p>What Does a Typical Week Look Like?</p> <p>Since this is a brand new position, the typical week might be a little unpredictable. Ideally, this Chair will be contacting different multi-cultural 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 2018

<p>Position Description:</p> <ul style="list-style-type: none">• This Chair will organize and execute chalking, fliering, 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, Miracle Maker 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 (TV screens in dining courts, CoRec, Union, etc.; window boxes in Stewart; sheet signs, etc.), as well as formulating new methods, in order to publicize who we are and what we do	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 - Logistical2 - Empathy3 - Vision4 - Creativity5 - Aesthetic Eye
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• PR Executive• Special Events Executive / Chairs• Outreach Executive(s)• Productions: Design Executive• Membership Executives	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Schedule and organize fliering / chalking events• Investigate innovative methods to raise awareness of PUDM on campus• Research / brainstorm on-campus marketing campaigns• Spearhead the creation of a sheet sign or similar medium for on-campus promotion

ONLINE STRATEGY CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <ul style="list-style-type: none">• This Chair will assist the PR Executive in formulating and executing PUDM’s social media campaign throughout the year.• The Chair will help envision what each item PUDM puts onto the internet will look like and what message we want them to convey.• The Chair will help create and uphold a “voice” for PUDM on social media platforms.• The Chair will work closely with members of Productions to ensure a proper aesthetic for every item PUDM publishes.	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 – PR Experience2 – Aesthetic Eye3 - Writing4 - Professional5 – Social Media Familiarity
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Productions: Design Executive• PR Executive• Productions: Media Executive• Productions Chairs & committee members	<p>What Does a Typical Week Look Like?</p> <ul style="list-style-type: none">• Provide suggestions to PR Executive / Productions committee for PUDM publications• Work with Productions committee in designing graphics and other online material• Attend, help facilitate, and be a bright and positive figure at PR Committee meetings!

PHOTOGRAPHY & VIDEOGRAPHY CHAIR (2)

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>This Chair takes all the photos and videos at all of our PUDM events. Both current and future years use the pictures for promotional graphics. Organizes the pictures they take, so Productions Design can find them throughout the year. Brainstorms ideas for videos. This Chair will play a big role on how the public will see us in the future.</p>	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 - Adaptable2 - Organized3 - Communication4 - Creative5 - Photo/Video Experience
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Productions Media Executive• Productions Design Executive• Other Productions Chairs• Generally, collaborates with everyone 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 photos. Attending a PUDM event to take photos and videos. Making sign-up sheets for committee members to sign up and getting them excited to do so.</p>

POST-PRODUCTION CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>This Chair is in charge of creating amazing content to go on social media and YouTube. They will be creating new ways to grab people's attention through a video and have the ability to relay information to all of our members. This Chair will create promotional videos as well as informative, and videos that shine a light on our amazing Riley Kids.</p>	<p>Top 5 Strengths Required:</p> <p>1 - Organized</p> <p>2 - Maximizer</p> <p>3 - Proficient in Premiere Pro</p> <p>4 - Communication</p> <p>5 - Ideation</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Productions Media Executive• Productions Design Executive• Other Productions Chairs• Productions Committee	<p>What Does a Typical Week Look Like?</p> <p>Meeting with Exec and Chairs. Committee member meeting, and Chamber. Meet with RR Exec to talk about doing a promotional video for a riley kid. All while working on a short Instagram video to promote Grill Out Chill Out.</p>

RESIDENTIAL HALL OUTREACH CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>The Residential Hall 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 responsible for organizing flyering and tabling in the residential halls and the dining halls. Additionally, the Residential Hall Outreach Chair plans the Dancer Preview Event at the beginning of the fall semester (FTKoachella).</p>	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 - Professional2 - Personable3 - Educator4 - Extroverted5 - Well-Spoken
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Residence Hall Association (RHA)• Purdue Dining and Catering• University Residences Global (URGlobal) - Alongside Multi-Cultural Outreach Chair• Productions Design to create flyers for events	<p>What Does a Typical Week Look Like?</p> <p>Each week the Residential Hall 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 set up flyering for upcoming events like dancer registration. This Chair will also have a weekly committee meeting as well as weekly meetings with the Campus Relations Executive.</p>

RILEY RELATIONS PROGRAMMING CHAIR

Purdue University Dance Marathon 2018

<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	<p>Top 5 Strengths Required:</p> <p>1 - Creative</p> <p>2 - Task Oriented</p> <p>3 - Timely Communicator</p> <p>4 - Organized</p> <p>5 - Flexible</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Riley Relations Executive• Executive Secretary• Riley Families• Outreach and Athletic 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 biweekly Chamber meetings• Plan ahead for upcoming family events• Update the Calendar

RILEY RELATIONS STRATEGY CHAIR

Purdue University Dance Marathon 2018

<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	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 – Strategic Thinker2 - Innovative3 - Organized4 - Meticulous5 - Collaborative
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Riley Relations Executive• Riley Relations Committee• Family Relations Chair	<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 biweekly Chamber meetings• Manage and track Committee Member attendance• Work on the plan for the Riley Room

SORORITY OUTREACH CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>The main goal of this position is to reach out to Sororities and encourage their members to participate in PUDM. To do this, one will typically have to communicate through texts or emails with the contacts in each chapter. 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 position is also in charge of helping organize Greek Olympics and Grill Out Chill Out.</p>	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 – Timely Communicator2 – Effective Motivator3 – Strong Time Management4 – Comfortable talking with a lot of different people5 - Reliable
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• FSCL Outreach Executive• Other FSCL Outreach Chairs• Philanthropy chairs of each chapter• FSCL Outreach committee members	<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 and help coordinate, such as Greek Olympics or Grill Out Chill Out.</p>

SPECIAL EVENTS CHAIR (3)

Purdue University Dance Marathon 2018

<p>Position Description:</p> <ul style="list-style-type: none">• Helps Executive plan and organize various Special Events (5K, Marathon Exclusive Silent Auction, Grill Out Chill Out, Riley Kid Birthday Party, Golf Outing, 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	<p>Top 5 Strengths Required:</p> <ol style="list-style-type: none">1 - Organized2 - Strategic3 - Problem Solver4 - Communicator5 - Accountable
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Special Events Executive• Committee members & fellow Chairs (Special Events, but also Campus Relations & Fraternity, Sorority, Cooperative Life Chairs)• Student organizations across campus• Community businesses (for item donations, not corporate sponsorships)	<p>What Does a Typical Week Look Like?</p> <p>Sunday: Chamber meeting Monday: Meet with Panhellenic/IFC to talk about GOCO logistics Tuesday: Special Events meeting Wednesday: Meet with Exec and Chairs to finalize Golf Outing teams and logistics Thursday: Bar canning Friday: Meet Exec and Chairs to load cars for Golf Outing Saturday: Be at Golf Outing</p>

TECHNOLOGY MANAGEMENT CHAIR

Purdue University Dance Marathon 2018

<p>Position Description:</p> <p>Throughout the year this Chair is in charge of managing our website, as well as developing an 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. They will also be looking for new ways to maximize the technology we have. This Chair plays a large part in making sure PUDM remains a professional organization through technology.</p>	<p>Top 5 Strengths Required:</p> <p>1 - Responsible</p> <p>2 - Independent</p> <p>3 – Proficient with Technology</p> <p>4 - Developer</p> <p>5 – Bonus: Coding Experience</p>
<p>Will Work Closely With?</p> <ul style="list-style-type: none">• Productions Media Executive• Other Productions Chairs• Logistics/Elliot Representative• Technology Advisor	<p>What Does a Typical Week Look Like?</p> <p>Website updates, weekly meetings with Exec and Chairs, and committee. With committee meetings they would be in charge of leading a subcommittee. 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>