

Ashdown Officer Descriptions and Requirements 2008/09

Alumni Committee (Ann)

The Alumni Committee is responsible for coordinating opportunities for current Ashdown residents to meet and interact with Ashdown alumni. These include, but are not limited to, the annual alumni banquet, invited lectures, smaller get-togethers with alumni, etc).

- **Minimum Requirements:**
 - Each member of the Alumni Committee must help organize and/or execute at least *one event per term*. This can include the spring alumni banquet.
 - Maintain alumni website/newsletter

Athletics Committee (Archana)

The Athletics Committee is responsible for organizing and overseeing all athletics-related issues in Ashdown, as well as being a liaison for other athletics-related events on campus.

- **Minimum Requirements:** Collectively, the Athletics Committee is responsible for
 - Coordinating Ashdown intramural sports teams
 - Ensuring all the athletics equipment is in working order, and replacing equipment as needed (includes towels, cleaning supplies)

Brunch Committee (Will)

The Brunch Committee is responsible for organizing brunches on Sunday mornings at 11 am in the Hulsizer Room once a month.

- **Minimum Requirements:** Each member of the Brunch Committee is responsible for helping out (either with the shopping or with serving) during at least *three brunches per semester*. Participation must be verified by the Bruch Chair.

Coffee Hour Committee (Ben)

The Coffee Hour Committee is responsible for helping the Housemasters to organize and run the weekly coffee hour every Thursday nights at 9 pm in the Hulsizer room. Committee Members may also be called upon to organize receptions for house activities.

- **Minimum Requirements:** Each member of the Coffee Hour committee is responsible for helping out (either with the shopping or with serving) during at least *eight coffee hours per semester*. Participation must be verified by the Coffee Hour Chair.

Cultural Committee (Dheera)

The Cultural Committee is responsible for organizing and publicizing recitals, films, and other such events in the house. The committee is also responsible for organizing trips to concerts, plays, ballet, etc.

- **Minimum Requirements:**
 - Each member of the Cultural Committee must help organize and/or execute at least *two events per semester*.

- Collectively, the cultural committee is responsible for organizing *four events per semester* with *two in-house* (recital, movie screening, pi-day event, etc) and *two off-campus* (concert, play, museum/historical outing, etc) events
- Verified by the cultural committee chair

Floor Officers (David)

Floor officers voice fellow residents' interests and concerns to AHEC and serve as a residential assistant. They are also responsible for overseeing the floor common areas and the use of floor bulletin boards.

- **Minimum Requirements:** Floor officers are responsible for
 - Floor officers are responsible for organizing *two floor events per term* (ex. floor dinners, study breaks, tournaments, outings, etc).
 - They must also maintain floor sign-up sheets for the Housemaster dinners, Thanksgiving dinner, and other large Ashdown events.
 - Note: outings can be arranged jointly by multiple floor officers

Web Committee (Ben)

The IT Committee is responsible for maintaining the dorm computing facilities (in the floor lounges) as well as maintaining the Ashdown server/homepage.

- **Minimum Requirements:** Collectively the IT Committee is responsible for
 - Creating/maintaining the website

Kitchen Supply Officers (Will)

These officers purchase kitchen supplies and distribute them to each floor kitchen. They also maintain and report problems with AHEC-owned kitchen appliances (blenders, toasters, microwaves, etc) in conjunction with the floor officers.

- **Minimum Requirements:** Collectively, the kitchen supply officers must
 - Restock kitchen supplies in each floor *as needed*
 - Report problems with floor appliances
 - Report excessively dirty/unkempt floor kitchens

Living Things Officers (Archana)

The Living Things Officers are responsible for maintaining the lobby fish tank. They are also in charge of maintaining all house-owned plants located in the common areas.

- **Minimum Requirements:** Collectively, the Living Things officers must
 - Keep the fish tank *looking clean and attractive* throughout the semester (change water/filters on a regular basis), and ensure that the fish remain *healthy* throughout the term (regular feeding, treating illnesses, etc)
 - Take care of house-owned plants (fertilize, re-pot, water)

Newsletter Committee (David)

The Newsletter Committee is responsible for editing and printing the monthly Ashdown newsletter “3am”.

- **Minimum Requirements:**
 - Collectively, the Newsletter Committee is responsible for ensuring that 3am gets printed and distributed *on a monthly basis*
 - Each member of the Newsletter Committee is responsible for at helping with at least *two issues* per semester

Printer/Repairs Officers (David)

The Printer Officers maintain/service the printer equipment in the floor lounges. This involves stocking printer paper and replacing the printer toner.

- **Minimum Requirements:** Collectively, these officers must
 - Ensure that *all* Ashdown printers are stocked with paper and toner *at all times*.
 - Enforce the 100 page printing limit per resident per term – negotiate with IS&T

Publicity Committee (Ben)

The Publicity Committee is responsible for collecting information about and publicizing Ashdown, MIT and off-campus events.

- **Minimum Requirements:** Collectively, the publicity committee is responsible for
 - Sending out a weekly email to residents about events
 - Creating/printing posters for Ashdown events and putting them up around campus

Social Committee

The Social Committee is responsible for organizing house-sponsored social activities such as parties, barbeques, beach trips, and movie/dinner outings.

- **Minimum Requirements:**
 - Each member of the Social Committee must help organize and/or execute at least *two events per term*. This can include the Ashdown dance parties.
 - Collectively, the social committee must organize at least *one Ashdown Dance Party per term* as well as *two other events per term*.

TV/Movie Officers (Will)

The TV/Movie Officers are responsible for maintaining TVs in the large TV Room as well as in the floor kitchens and lounges. They can also purchase movies to add to Ashdown collection within approved AHEC budget.

- **Minimum Requirements:** Collectively, these officers must
 - Maintain a sign-up sheet for the TV room
 - Provide batteries for TV remotes
 - Report any problems or needed repairs
 - Maintain a list of all Ashdown-owned movies

- Convert VHS to DVDs using available equipment.
- Purchase movies for the Ashdown collection each term

Undergraduate Liaison (Ben)

The Undergraduate Liaisons are responsible for facilitating communication and programs between the two communities living in Ashdown this year.

- **Minimum Requirements:** Collectively these officers must
 - Organize a mentorship program between the undergrad and grad communities
 - Attend regular weekly/bi-weekly Phoenix Group meetings and report all relevant information to AHEC in person
 - Plan at least *one mixer/social event* for both groups

GSC Representative (Will)

The GSC Representative acts as the Ashdown liaison to the GSC. This person is responsible for representing the dorm's interest in various GSC meetings/events.

- **Minimum Requirements:** Collectively this officer must
 - Attend monthly GSC meeting and provide a summary (in person) at the subsequent AHEC meeting
 - Occasionally, he/she should attend the AHEC meeting prior to the GSC meeting to discuss agenda

Art Officers (Archana/Dheera)

The Art Officers are responsible for putting up and maintaining the artwork around the dorm. They are also responsible for initiating various art-related programs within the dorm.

- **Minimum Requirements:** Collectively these officers must
 - Put up artwork from W1
 - Repair/refurbish frames and artwork as necessary
 - In future, organize rotating student art exhibit
 - Liaison to the LIST Visual Arts Center

Outreach Committee (Archana)

The Outreach Committee is responsible for programs and activities which benefit communities outside the university. Example programs include food/clothing drives, organizing volunteers for a shelters and organizing tutoring opportunities.

- **Minimum Requirements:** Collectively these officers must
 - Organize *at least two community service events per semester* to benefit the surrounding areas.
 - Work with PSC for large-scale events