The Cascadia Events & Advocacy Board (EAB) is a group of student leaders who plan events and advocate for Cascadia College students and community. EAB is committed to social justice, sustainability, supporting the local community, and creating inclusive events for all Cascadia students. Coordinators on EAB work together to provide social, cultural and educational campus programming to Cascadia students. EAB serves as the student government voice to administration regarding concerns and support needs for Cascadia students, and conducts advocacy work through campus programming and outreach to Cascadia students.

Individuals may coordinate or “lead” specific events or projects, however, all members are expected to support and attend ALL EAB sponsored events and activities (approx. 1 per week). As the representatives of the governing body of Cascadia Students, all EAB members are responsible for advocating for students through tabling and outreach at events.

EAB Programming Chair

- Set agenda and facilitate weekly EAB meetings, and EAB/CEB joint meetings as scheduled
- Accept or reject written excuses of absence for all EAB meetings and events in conjunction with the EAB Advisor/s
- Oversee the cleaning schedule for EAB scheduled workroom cleaning weeks
- Serve as the primary contact for EAB issues and concerns
- Monitor all tasks and projects assigned to EAB Coordinators
- Provide program planning support to all program coordinators
- Oversee the scheduling of rooms and equipment for EAB events, programs and meetings
- Work to ensure that all required forms (i.e. contracts, purchasing requests, etc.) have been processed through the Office of Student Life
- Manage the EAB events binder and ensure all event paperwork has been submitted and tracked in the EAB Event Trackers and EAB legacy binders
- Coordinate the purchase of EAB giveaways and promotional items
- Meet regularly with CEB Chair to coordinate programming calendars
- Manage the EAB programming timeline and events calendar
- Work with EAB to create, retain, and oversee database of EAB volunteers
- Meet weekly with EAB Advocacy chair
- Meet bi-weekly with EAB Advocacy chair and EAB Advisors
- Meet regularly with EAB programming coordinators (1 on 1’s) to discuss upcoming events, activities and marketing plans
- Serve as a Cascadia student representative on SFAC Advisory Committee
- Assist in the preparation of the annual EAB S&A budget request
- Coordinate annual Springfest program
• Submit an End of the Quarter Report at the end of the fall, winter, and spring quarters. The report should include a description of the past quarter’s programs and activities, and the number of students in attendance of all EAB events throughout the past quarter.

EAB Advocacy Chair

• Serve as the student representative at monthly Cascadia College Board of Trustees meetings and submit monthly written reports
• Serve as a legislative liaison working with Washington State Community and Technical Colleges Student Association (WACTCSA) and the 5 Star Consortium
• Serve as the student legislative liaison for state and federal matters
• Serve as the liaison between the City of Bothell and the Cascadia College campus
• Serve as a Cascadia student representative on SFAC Advisory Committee
• Serve as student representative on Navigators
• Serve as the liaison to Associated Students of UW Bothell (ASUWB)
• Meet weekly with EAB Programming chair
• Meet bi-weekly with EAB Programming chair and EAB Advisors
• Meet weekly with the Director of Student Life
• Meet regularly with the College President
• Recruit students to serve on the Services & Activities Fee Budget Committee
• Serve as liaison to appointed campus-wide student committee members on the Services & Activities Fee Budget Committee to ensure committee work and information is reported to the EAB
• Serve as the student representative on the college Budget Council
• Lead the team and initiate conversations regarding advocacy needs of students on campus
• Submit an End of the Quarter Report at the end of the fall, winter, and spring quarters. The report should include a description of the past quarter’s programs and initiatives, and updates on advocacy projects
• Organize and facilitate regular campus outreach events to ensure direct communication between college administration and students regarding issues and concerns through surveys, student town hall meetings, tabling and other initiatives

Clubs Coordinator

• Serve as the primary point of contact between the EAB and student clubs;
• Coordinate ongoing marketing campaigns to encourage club awareness and involvement on campus;
• Coordinate Student Club of the Month to highlight clubs on campus and other ongoing club recognition programs/events;
• Coordinate regularly scheduled club tabling with EAB;
• Support and encourage club engagement in large scale EAB events as appropriate, including but not limited to: Springfest, Welcome Week, Kody’s Birthday, Spooktacular, Lunar New Year;
• Plan and coordinate quarterly Involvement Fairs
• Assist Student Life Advisor in quarterly club recognition events;
• Attend Club Council meetings and send meeting minutes and probation emails to clubs after the meetings;
• Approve Club Council meeting minutes and distribute to Clubs, Advisors, and EAB members within (2) days of meeting;
• Update and maintain club walls located in CC1-Lower Level and ARC Overlook;
• Serve as the student representative on ARC Operations Committee;
• Collaborate with the CEOs to coordinate quarterly visits to College 101 classes to promote campus involvement in clubs and EAB activities;
• Update club meeting times and events on Canvas, Discord and submit to Kody’s Weekly;
• Create weekly club meeting schedule advertisements to post on Social Media (IG and Discord);
• Attend club meetings and club events to take photos and create ICYMI for club events and activities;
• Meet regularly with the Assistant Director of Student Life;

EAB Coordinator Responsibilities

• Coordinate and plan annual traditions (school spirit) programs that enhance Cascadia campus pride including: ARC Carnival, Spooktacular, Casino Night, Kody’s Birthday party and Springfest
• Coordinate and plan a variety of inclusive events and activities that enhance the overall education, awareness and well-being of Cascadia students through live performances, guest speakers, facilitated discussions, movies/documentaries, workshops and more;
  o Topics can include but are not limited to:
    ▪ Current events, global concerns, social justice and human rights issues, civil rights and racial discrimination, gender inequality, immigration rights, climate change, poverty and homelessness, domestic violence prevention, disability visibility and more
    ▪ Health and wellness, bystander intervention, stress management, mental health, nutrition, sexual health, sexual assault awareness, drug/alcohol abuse and addictions recovery resources
    ▪ Cultural celebrations and festivals, holidays and observances including Lunar New Year and Intercultural Nights,
    ▪ Environmental and sustainability topics and initiatives like climate change, sustainable practices, annual Earth Week programming
    ▪ Leisure and social programs to build community
• Perform essential duties needed to implement and execute events on/off campus that range from, but are not limited to: filling out required event paperwork, purchasing supplies, coordinating agendas and timelines for events, event set up and tear down, and other related duties
• Coordinate pop up programming/WYSIWYG program
• Coordinate quarterly finals week de-stress activities;
• Coordinate one online engagement/activity each quarter
  Organize and coordinate legislative events including but not limited to: voter registration drives, student lobby and empowerment days, hosting government officials on campus, letter writing campaigns, legislative information forums for students
Public Relations & Outreach Coordinator

- Publicize important information (i.e. suggestions, proposals, objectives, events, updates, and the EAB mission and goals) to the Cascadia College student body to provide updates on what EAB is working on
- Update and publicize events and information via the EAB web page, email, social media and any other form of communication
- Record live EAB Executive Board meeting minutes;
- Create and distribute EAB newsletter (ICYMI/Weekly Update) highlighting work EAB has done, projects in progress and upcoming events to students on a regular basis, either in print or electronically
- Take photos at events and manage the EAB event photo archives
- Update and publicize events and information via Canvas, email, Discord, social media and any other form of communication
- Coordinate weekly student life canvas announcements and social media posts for EAB
- Work closely with CEO Digital Engagement Coordinator/SLA/EAB Advisor to schedule and post EAB content to social media and create a weekly social media posting schedule/list to send to advisors
- Coordinate and manage the EAB IG takeover day schedule
- Coordinate regular EAB tabling events and oversee the EAB tabling schedule includes working with programmers to coordinate tabling and WYSIWYG programs
- Coordinate quarterly Welcome Week tabling & EAB Marketing events to advertise EAB, events, initiatives, handout swag, answer questions, inform students about EAB, etc.;
- Work with Programming chair to create quarterly event list (work with graphic designers to create list of all EAB events for the quarter)

All EAB Member Responsibilities

- Attend weekly EAB meetings
- Attend scheduled EAB/CEB meetings
- Attend regularly scheduled Club Council meetings depending on position
- Meet weekly with the Director of Student Life and/or the Assistant Director of Student Life
- Attend all Office of Student Life sponsored trainings, retreats and conferences
- Serve on a variety of campus wide committees
- Support and advertise available campus resources as appropriate, including the Kodiak Cave, Counseling Center, Student Accessibility Support Services, The Diversity & Equity Center and the Health and Wellness Resource Center (HaWRC)
- Meet with key campus administrators as appropriate to discuss student support needs
- Maintain positive relationships with key campus and community partners, including Cascadia International Programs, UWB Campus Events Board (CEB), Associated Students University of Washington Bothell (ASUWB), Health & Wellness Resource Center (HaWRC), Kodiak Cave, City of Bothell, ARC Programs and Cascadia Clubs
- Attend and support all EAB programs and events unless you are in class or have prior approval from an EAB advisor
- Select, schedule, and implement EAB sponsored programs with the intent to provide a variety of activities during the academic year
• Follow program planning procedures and timelines as outlined by EAB advisors
• Actively market and promote all EAB events to students across campus
• Promote a productive and effective working relationship and environment by supporting programs with attendance, offering feedback, and volunteering to help with other programs
• Maintain a clean and orderly work area
• Collect student feedback to determine the interests and needs of programs and services on campus
• Assist the Office of Student Life with student leader recruitment efforts
• Assist in the planning, coordination, and staffing of Welcome Week and Finals Week activities
• Assist in staffing Jumpstart Orientation
• Follow up with students about specific issues and needs, and direct comments or email inquiries to the appropriate administration, faculty, or staff member with the help of EAB
• Be familiar with the ASCC Constitution, Financial Code and other necessary documents pertaining to student organization business
• Represent Cascadia College in a positive and professional manner at all times, both on and off campus, while serving on EAB;
• Uphold and honor the Cascadia College, Office of Student Life, and EAB Mission Statements while serving on EAB;
• Complete other duties of a similar nature as assigned by the EAB Chairs and EAB Advisors