Office of Intercultural Education
Cultural Programming Committee
Committee Member Responsibilities

The Cultural Programming Committee’s goal is to foster a sense of community within the Office of Intercultural Education among all Bates students through programming which focuses on the exploration of our differences.

Responsibilities:

The Cultural Programming Committee will work directly with the Program Coordinator of the Office of Intercultural Education to help develop and implement creative and innovative programming within the OIE.

Duties include, but are not limited to:

- Attending regularly scheduled committee meetings.
- Attending all Cultural Programming Committee (CPC) events and wear the CPC T-shirt.
- Recruiting committee members
- Serve as Programming Lead/Chair for at least one program per semester.
- Maintaining necessary files of all committee meetings (i.e. meeting agendas, minutes, etc.)
- Maintaining necessary files of all committee programs (i.e. event proposals, contacts, room reservations, event evaluations, sing-up/sign-in sheets, etc.).
- Brainstorming and producing original and traditional programs to meet student needs that are entertaining, educational, and/or enriching while also meeting the goals of the Office of Intercultural Education.
- Creating a Program Curriculum for the semester/academic year.
- Oversee all aspects of committee programs including, but not limited to, hosting, posters, contracts, rider stipulations, decorations, tech requirements, food and beverages, volunteers, marketing, budgets, etc.
- Submitting Event Proposals for all committee programs for approval by the committee within time requirements.
- Assessing committee programs through various assessment tools.
- Complete Event Evaluations for all committee programs.
- Developing working knowledge of event management, promotions, and trends in the area of event management.
Benefits:
As a member of the Cultural Programming Committee, members will:

- Receive a CPC T-Shirt and other swag.
- Receive once a semester member appreciation events provided by the OIE.
- Gain leadership experience and become an integral part of the OIE.
- Be able to add membership experience to their resume and gain access to staff mentorship.
Office of Intercultural Education  
Cultural Programming Committee  
Committee Member Agreement

As a Cultural Programming Committee Member, I am asked to abide by the following terms:

- To fulfill my commitment to the committee including attending meetings, fulfilling committee duties and other obligations to the best of my ability.

- Uphold their responsibility to the Office of Intercultural Education for the successful promotion and execution of events.

- To maintain an open line of communication throughout the year with other committee members, and the Committee Supervisor.

- To refrain from disrespectful conduct or speech or any behavior that hinders an inclusive and safe environment.

- To provide feedback, instruction and constructive criticism to the committee as a whole and Committee Supervisor. This includes conducting an individual program reviews and semester/year-end reviews.

- To promote unity among the committee and to refrain from participating in gossip or criticism regarding anyone associated with these groups.

- To be a supportive member of the Office of Intercultural Education and the greater Bates Community.

I understand and am in agreement with the Office of Intercultural Cultural Programming Committee duties and the terms of service above and realize that violating these terms will most likely result in removal from this committee position. As a Cultural Programming Committee member, I understand that I represent the organization and am accountable to uphold these standards to the best of my ability.

Signature_____________________________________________Date____________________