**Transition to New Board**

**President**

1. Board application began February 14-21, 2024
2. Board elected on March 4, 2024
3. Transition to the New Board begins
	1. I am meeting with my incoming counterpart to discuss the role and answer any questions that may come up. Meeting time: 4/8/24
	2. The role as President includes:
		1. Lead the weekly meetings
		2. Define the overarching vision of the club for the year
	3. Additionally, the President works with current advisors to establish the Spring Break trip. Following the decision, they will communicate the trip details with CMDA.
4. The Incoming Board incurs new responsibilities starting April 1, 2024. The outgoing Board’s last day is April 29, 2024.
5. Board Retreat: April 19-22, 2024
	1. The Board Retreat will include outgoing and incoming Board members. The retreat will allow the incoming board to interact and spend time with the outgoing board.

**Vice-President**

1. Board application began February 14-21, 2024
2. Board elected on March 4, 2024
3. Transition to the New Board begins
	1. I am meeting with my incoming counterpart to discuss the role and answer any questions that may come up Meeting time: 4/1/24
	2. The role as Vice- President includes:
		1. Fostering the CMDA community on campus by connecting with members on a regular basis
		2. Expected to attend most weekly meetings. If there is no Vice President, the President absorbs these duties.
4. The Incoming Board incurs new responsibilities starting April 1, 2024. The outgoing Board’s last day is April 29, 2024.
5. Board Retreat: April 19-22, 2024
	1. The Board Retreat will include outgoing and incoming Board members. The retreat will allow the incoming board to interact and spend time with the outgoing board.

**Treasurer**

1. Board application began February 14-21, 2024
2. Board elected on March 4, 2024
3. Transition to the New Board begins
	1. I am meeting with my incoming counterpart to discuss the role and answer any questions that may come up. Meeting time: 4/1/24
	2. The role as Treasurer includes:
		1. Track and organize finances for the club, including reimbursement of expenses, applying for scholarships and grants for the club
		2. Assisting with fundraisers, merchandise sales, and finance-related events
		3. Muffin Ministry
4. The Incoming Board incurs new responsibilities starting April 1, 2024. The outgoing Board’s last day is April 29, 2024.
5. Board Retreat: April 19-22, 2024
	1. The Board Retreat will include outgoing and incoming Board members. The retreat will allow the incoming board to interact and spend time with the outgoing board.

**Secretary**

1. Board application began February 14-21, 2024
2. Board elected on March 4, 2024
3. Transition to the New Board begins
	1. I am meeting with my incoming counterpart to discuss the role and answer any questions that may come up. Meeting time: 4/1/24
	2. The role as Secretary includes:
		1. Maintain effective communication.
		2. Serve as the main contact person between the current E-board and CMDA members, and for any cross-campus events involving the Utah campus.
		3. Attendance at the weekly meeting is highly encouraged. If there is no Secretary, the Treasurer absorbs those duties.
4. The Incoming Board incurs new responsibilities starting April 1, 2024. The outgoing Board’s last day is April 29, 2024.
5. Board Retreat: April 19-22, 2024
6. The Board Retreat will include outgoing and incoming Board members. The retreat will allow the incoming board to interact and spend time with the outgoing board.

**Creative Director**

1. Board application began February 14-21, 2024
2. Board elected on March 4, 2024
3. Transition to the New Board begins
4. I am meeting with my incoming counterpart to discuss the role and answer any questions that may come up. Meeting time: 4/1/24
5. The role as Creative Director includes:
6. Heavily involved with RVU Student Affairs, IT, and the RVU Marketing Department to make sure all marketing materials are approved, printed, and distributed in a timely manner.
7. Assist the Treasurer in fundraising efforts.
8. If they have a musical background, they are welcome to lead live worship during Bible study, but not necessary for selecting this position.
9. The Incoming Board incurs new responsibilities starting April 1, 2024. The outgoing Board’s last day is April 29, 2024.
10. Board Retreat: April 19-22, 2024
	1. The Board Retreat will include outgoing and incoming Board members. The retreat will allow the incoming board to interact and spend time with the outgoing board.

**Communication Outreach Director**

1. Board application began February 14-21, 2024
2. Board elected on March 4, 2024
3. Transition to the New Board begins
	1. I am meeting with my incoming counterpart to discuss the role and answer any questions that may come up. Meeting time: 4/1/24
	2. The role as Communiation Outreach Director includes:
		1. Assist with points of contact such as event speakers and Western Regional Manager of CMDA.
		2. Running the social media page and work on setting up volunteering and outreach opportunities throughout the year.
4. The Incoming Board incurs new responsibilities starting April 1, 2024. The outgoing Board’s last day is April 29, 2024.
5. Board Retreat: April 19-22, 2024
	1. The Board Retreat will include outgoing and incoming Board members. The retreat will allow the incoming board to interact and spend time with the outgoing board.