



Handbook

Revised July 2, 2018

I. Definition of the Warrior Entertainment Board (WEB)

The Warrior Entertainment Board (WEB) is a student-managed program that is administered through the Student Activities Department. The WEB is responsible for programming and organizing of concerts, comedians, lectures, movies, special events, and numerous other programs for LCSC students, our campus community, and the surrounding communities. The WEB is comprised of eight (6) six paid student positions, students registered for SD 108/SD 308, volunteer members, and the Student Activities Director. The executive members (paid positions) include:

- Chairperson
- Vice-Chairperson
- Media Relations Lead
- Special Events, Films Lead
- Music Lead
- Comedy, Lecture Lead

The WEB may create committees within the Board of structure for special projects, events, etc. The leads and committees will also have reports at the weekly WEB meetings.

All paid WEB members have voting rights.

- In the event of a tie, the Student Activities Director shall be the deciding vote.
- Notification of absence, tardiness or early departure is required 24 hours in advance. Absence requests must be submitted to the Student Activities Administrative Assistant.

II. Membership and Expectation

All members will attend the weekly WEB meetings. The WEB Chairperson may also call emergency meetings when necessary. The minutes of each meeting will be made available for the WEB Chairperson, Student Activities Director, and for display in the WEB office. The Attendance policy is left up to the discretion of the Student Activities Director.

Emergency business that requires a decision before the next scheduled meeting may be acted upon by the WEB Chairperson and/or the Student Activities Director.

III. General Responsibilities of WEB Lead Members

1. Attend weekly WEB Meetings.
2. Maintain two (2) WEB office hours per week
 - Office hours consist of having the door open during the hours of 8am and 5pm Monday through Friday.
 - Should any student come in with questions about the WEB, members are able to answer them.
3. Must have and maintain a minimum accumulative GPA of 2.50.
4. Be aware of and utilize other campus and community resources – College Communications, Student Union Building, Sodexo (Food Service), etc.
5. Become acquainted with and abide by the Policies and Procedures of the WEB, Student Union Building, Student Activities Department, and Lewis-Clark State College.

6. Attend all WEB training sessions, retreats, and other workshops deemed necessary by the WEB Chairperson and/or the Student Activities Director. This includes attendance at the annual NACA Conference when funds are available.
7. When provided the opportunity to attend regional conferences and meetings as a representative of WEB, attend all sessions and workshops.
8. Serve as a resource to other leads, departments, and organizations as an expert in your programming or administrative area.
9. Provide a quality transition period for the successor of your position.
10. Provide a weekly report at the WEB meetings (when applicable).
11. Serve on special committees created by the WEB for special projects, events, etc.
12. Serve as voting members of the WEB.
 - All WEB Executive Members have voting rights
 - In the event of a tie, the Student Activities Director, shall be the deciding vote.

IV. General Members

A. Membership

General members are the largest group of students in the WEB. General members must fulfill the following qualifications and responsibilities.

B. Qualifications

1. Must be a student in good standing at Lewis-Clark State College.
2. General Members must have and maintain a accumulative GPA of 2.00.
4. Good communication and organizational skills, as well as, programming and leadership skills are helpful.

C. Expectations and Responsibilities

1. General Members are welcome and strongly encouraged to attend, but are not required.
2. Assist in the planning and implementation of programs.
3. Become acquainted with and utilize the Policies and Procedures of the WEB and the Student Activities Department.
4. Maintaining a degree of professionalism in dealing with all aspects of programming and while attending events.
5. Maintain awareness of campus organizations' activities to avoid overlapping of events.
6. Inform the program lead, WEB chairperson, and the Student Activities Director should a problem arise with the area.
7. Contribute to an effective team atmosphere.
8. Accept opportunities extended by WEB and the Student Activities Department.

V. WEB Policies and Procedures

1. The 6 paid WEB members include the following positions:

- Chairperson
- Vice Chairperson
- Media Lead
- Special Events, Films Lead
- Music Lead
- Comedy, Lecture Lead

A. Qualifications

All WEB Employees are members of the WEB. WEB employees must meet the following.

1. Must be a student in good standing at Lewis-Clark State College.
2. Must carry a minimum of six (6) credits per semester at LCSC.
3. Must have and maintain a minimum accumulative GPA of 2.50.
4. Attendance at regular WEB meetings is required.
5. Must be willing to contribute as much time as needed to carry out the responsibilities of the position.
6. Good communication and organizational skills, as well as, programming and leadership skills are helpful.
7. Must have the desire to develop quality programming for the LCSC student body.

B. Responsibilities

1. WEB employees must also comply with general responsibilities listed earlier.

2. All WEB Executive Members will have a report at each meeting. These reports will consist of important information that concerns the entire board.

3. The WEB Executive Board may create special committees for special projects, events, etc. Approved by the WEB Chairperson and/or Student Activities Director.

4. All WEB Executive members are voting members.

C. Absences

1. A written request must be submitted to the Student Activities Administrative Assistant at least twenty-four hours (24) prior to any absence, tardiness, or early departure. Emergencies will be handled at the discretion of the Student Activities Director.

2. After two (2) unexcused absences from WEB meetings, events, or programs presented by the WEB, are grounds for stipend cuts, and/or termination, which will follow the rules of termination (oral warning, written warning, and dismissal) and will be at the discretion of the Student Activities Director.

D. Logistics

1. All WEB members, with the exception of the WEB Chairperson, report to both the Student Activities Director, and the WEB Chairperson. The WEB Chairperson reports directly to the Student Activities Director.

2. (Specific job descriptions and responsibilities for each member are located

at the end of this policies and procedures manual).

3. All WEB positions are held for two consecutive semesters (fall and spring), or a year. Consecutive years on the WEB are possible through re-application.

E. Grounds for Termination

Termination of a WEB Chairperson and leads may be determined by the following factors:

1. That which is deemed unethical by the National Association for Campus Activities Statement of Business Ethics and Standards.
2. That which is determined by the WEB as detrimental to WEB, Student Activities, and/or LCSC.
3. Failure to carry out the duties of his/her position
4. Failure to maintain a GPA of 2.50 and/or failure to carry six (6) credits.

The process of termination of a WEB paid member will include:

1. Oral Warning
2. Written Warning
3. Dismissal (if corrective action does not occur)

The Student Activities Director may remove anyone from office for not maintaining the cumulative GPA, Student Code of Conduct violations, or violations of the public trust.

F. Meetings:

The WEB chairperson may call emergency meetings whenever deemed necessary.

The WEB will meet every Monday at 4:30 p.m. during the fall and spring semesters with the WEB chairperson serving as parliamentarian. Parliamentary procedure will be used during these meetings to help meetings run as smooth as possible.

G. WEB Guidelines

WEB areas may and are encouraged to co-sponsor programs with outside groups. The co-sponsorship must be reviewed and approved by the WEB Chairperson and/or the Student Activities Director.

All supplies, posters, banners, etc. are the property of the WEB, Student Activities, and Lewis-Clark State College.

H. WEB Hiring Process

Dates, guidelines and details of the selection process shall be determined by the Student Activities Director. The hiring process consists of:

1. Written applications submitted to the Student Activities Director
2. The WEB Chairperson and Student Activities Director will then choose the applicants to be interviewed.
3. Selected applicants will be interviewed and selections made by the WEB Chairperson and Student Activities Director
4. Applicants will be notified of results and additional interviews will be held if necessary.

If and when a vacancy occurs in any position on the WEB, a selection will be held. Temporary appointments, not lasting more than one semester may be made by the WEB chairperson and the Student Activities Director.

I. Stipends and Pay Procedures

Stipends are available for the Chairperson and program leads positions of the WEB. This payment will be disbursed a minimum of two (2) times a semester (fall & spring) as listed below (amounts listed below are per semester):

- Chairperson, \$3,000
- Vice-Chairperson \$2,000
- Media Lead, \$1,000
- Special Events, Films, Lead \$1,000
- Music Lead \$1,000
- Comedy, Lecture, Lead \$1,000

All students hired to program lead positions must follow all procedures for student employees of Lewis-Clark State College. All employment paper work dealing with WEB employees will be submitted to the Student Activities Administrative Assistant, and payment made a minimum of twice a semester.

Job Description

WEB CHAIRPERSON

Accountability

The WEB Chairperson reports to the Student Activities Director.

Scope of Responsibility

The WEB chairperson is an individual who understands the team concept. The WEB Chairperson supports the programming leads and members. A working knowledge of programming, professionalism, confidence, problem solving, and leadership are just some of the qualities needed to fill this position. This individual will oversee the internal aspects of the organization as well as serve as a representative to other organizations. The WEB chairperson will also be the “home base” for the WEB in the summer.

Specific Responsibilities for WEB Chairperson (Summer):

1. Serve as an in-house contact for WEB personnel and the Student Activities Department during the summer months.
2. Maintain a Fall and Spring Activities Calendar and recruiting flyer to give to the freshman during orientation.
3. Request the needed office supplies for the upcoming year.

Specific Responsibilities for WEB Chairperson (Fall/Spring):

1. Responsible to attend every event hosted and/or sponsored by the WEB.

1. Chair weekly WEB Meeting
2. Consult weekly with the Student Activities Director.
3. Serve as the representative on the Student Union Building (SUB) Board, and Communications Board (Comm).
4. Regulate internal affairs of WEB
5. Understand and abide by the WEB Policies and Procedures and in all cases enforce these documents.
6. Serve as the supervisor and resource to all WEB members.
7. Maintain a good rapport with the Student Activities Director, and all other Student Union Building Staff and external organizations.
8. Represent WEB before external organizations, or designate other members, approved by the Student Activities Director.
9. Call meetings with WEB members as deemed necessary.
10. Reserve rooms for following academic year for all programming areas.
11. Maintain a current listing of the WEB membership and contact information, and provide this information to the Student Activities Department.
12. Conduct periodic meeting's with individual leads.
13. Must be available to conduct emergency business during the term of office, to include the summer months.

14. Serve as Parliamentarian of the WEB meetings.
15. Plan workshops, retreats, and other training meetings with the assistance of the Student Activities Director, and the Student Activities Administrative Assistant to be held throughout the year.
16. Maintain an accurate filing system within the area.
17. Shall assume the duties of any position if vacated should this occur, until said vacancy can be filled.
18. Develop a campaign for the recruitment of WEB members during selections. Organize and coordinate applications, interview, and the entire interview process.
19. Ensure that all events and programs have been adequately publicized and promoted
20. Ensure cleanliness and organization of the office is maintained.
21. Fulfill any other duties assigned by the Student Activities Director.

Job Description

WEB VICE-CHAIRPERSON

Accountability

The WEB Vice-Chairperson is responsible to the WEB Chairperson and Student Activities Director.

Scope of Responsibility

The WEB Vice-Chairperson keeps the organization and office running smoothly. The specific purpose of the position is to

maintain finances and office efficiency. The WEB vice-chairperson supports the program leads by assisting them with budgets, assisting them with publicity, assisting them with set up and tear down and maintaining a productive work environment.

General Responsibilities of the WEB Vice-Chairperson of Operations:

1. Responsible to attend every event hosted and/or sponsored by the WEB.
2. Maintain an accurate filing system within the area.
3. Give a budget update at the first meeting of the month.
4. Maintain all equipment to include: sound, lights, stage, and other equipment.
5. The Vice-Chairperson needs to have a working knowledge of sound, lighting, and staging for musical events, comedy shows, etc. and should utilize WEB and/or campus resources to provide for such.
6. Responsible for assuring that all points of the contract and technical rider have been met for both parties.
7. Oversee the implementation, and evaluation of sound, lighting, and staging.
8. Submit a written evaluation for the WEB budget, and publicity efforts to the WEB Chairperson and Student Activities Director at the end of the academic year.

Specific Responsibilities for WEB Vice-Chairperson of Operations:

1. Supervise all financial transactions.

2. Supervise Program leads which include: Special Events/Films, Music, Comedy/Lecture, Technical Coordinator, and Media Relations.
3. Maintain accurate records of the WEB financial account.
3. Keep a record of office hours, and absence requests for all members.
4. Familiarize WEB members with the correct methods and forms of spending.
5. Prepare weekly and monthly budget summaries of account to be distributed to all WEB members.
6. Meet with individual WEB members as often as necessary to make sure they are fulfilling their duties.
7. Will serve as a representative of the WEB to the ASLCSC in regards to budgetary matters.
8. Attend all WEB administrative meetings deemed necessary by the WEB chairperson.
9. Order and keep accurate record of all office supplies in conjunction with the Student Activities Administrative Assistant.
10. Ensure the WEB office remains clean and neat.
11. Assist program leads with the publicity of their events.
12. Assist leads in assuring that all points of the contract and rider have been met for both parties, for all artist(s).
13. Maintain an exceptionally accommodating rapport with the artist(s)

during their visit to LCSC by greeting and remaining available to them.

14. Acquire Artist/Vendor payment from the Student Activities Administrative Assistant, and ensure artist/vendor receives payment.

15. Maintain a good line of communication with all community activities providers

16. Fulfill any other duties assigned by the Student Activities Director.

Job Description

WEB LEAD OF MEDIA RELATIONS

Accountability

The WEB Lead of Media Relations is responsible to the WEB Vice-Chair of Operations, the WEB Chairperson and Student Activities Director.

Scope of Responsibility

The WEB Lead of Media Relations keeps the organization of meetings, and events. The specific purpose of the position is to keep students, faculty/staff, and the community informed about all upcoming events put on by the WEB. The WEB Lead of Media Relations serves the program leads by assisting them with publicity, and marketing, and maintaining a productive work environment.

General Responsibilities of the WEB Lead of Media Relations:

1. Responsible to attend every event hosted and/or sponsored by the WEB.

2. Maintain an accurate filing system within the area.

3. Submit a written evaluation of Media needs to the Vice Chairperson of Operations, the WEB Chairperson, and the Student Activities Director.

Specific Responsibilities for WEB Lead of Media Relations:

1. Take minutes at the WEB meetings and place them in the minute's binder within the office.

2. Assist the other program leads with the publicity of their events.

3. Work with the WEB Chairperson and Student Activities Director in advertising open positions, or any other advertising deemed necessary.

4. Assist Vice-Chair in ensuring the WEB office remains clean and neat.

5. Maintain an accurate filing system within the area.

6. Ensure that all events and programs have been adequately publicized and promoted.

7. Ensure all Student Media, Website, and the Intranet are updated with current events.

8. Create and distribute press releases for all upcoming acts.

9. Maintain an exceptionally accommodating rapport with the artist(s)/vendor during their visit to LCSC by greeting and remaining available.

10. Maintain a good line of communication with all community activities providers

11. Fulfill any other duties assigned by the Student Activities Director.

Job Description

WEB PROGRAM LEAD,
COMEDY/LECTURE

Accountability

The WEB Program Lead, Comedy/Lecture is responsible to the Vice Chair of Programs, WEB Chairperson, and The Student Activities Director.

Scope of Responsibility

The Program Lead, Comedy/Lecture area of the WEB provides a wide selection of entertainment for the LCSC community. The Program Lead, Comedy/Lecture is responsible for providing students with local, regional, and national comedy acts, hypnotists, magicians, speakers, and other entertainment.

General Responsibilities of the Program Lead, Comedy/Lecture:

1. Responsible to attend every event put on, and/or sponsored by the WEB.

2. Maintain an accurate filing system within the area.

3. Submit a written evaluation for the Comedy and Lecture area to the Vice Chair of Programs, WEB Chairperson, and the Student Activities Director.

Specific Responsibilities for WEB Program Lead, Comedy/Lecture:

1. The Program Lead, Comedy/Lecture must be able to program comedy and lecture events for the LCSC Campus and have a general understanding of programming.
2. Responsible for assuring that all points of the contract and rider have been met for both parties.
3. Oversee the selection, implementation, and evaluation of Comedy/Lecture programs.
4. Maintain an exceptionally accommodating rapport with the artist(s)/vendor during their visit to LCSC by greeting and remaining available to them.
5. Maintain a good line of communication with all community activities providers
6. Fulfill any other duties assigned by the Student Activities Director.

Job Description

WEB PROGRAM LEAD, MUSIC

Accountability

The WEB Program Lead, Music is responsible to the Vice Chair of Programs, WEB Chairperson, and The Student Activities Director.

Scope of Responsibility

The Program Lead, Music area is designed to provide students with the opportunity to experience musical type performances. The Program Lead, Music is responsible for providing the students with local, regional, and national musical entertainment.

General Responsibilities of the Program Lead, Music:

1. Responsible to attend every event put on, and/or sponsored by the WEB.
2. Maintain an accurate filing system within the area.
3. Submit a written evaluation for the Music area to the Vice Chair of Programs, WEB Chairperson, and the Student Activities Director.

Specific Responsibilities for WEB Program Lead, Music:

1. The Program Lead, Music must be able to program musical events and should utilize the campus events for the LCSC Campus and have a general understanding of programming.
2. Responsible for assuring that all points of the contract and rider have been met for both parties.
3. Oversee the selection, implementation, and evaluation of Comedy/Lecture programs.
4. Maintain an exceptionally accommodating rapport with the artist(s)/vendor during their visit to LCSC by greeting and remaining available to them.
5. Maintain a good line of communication with all community activities providers
6. Fulfill any other duties assigned by the Student Activities Director.

Job Description

WEB PROGRAM LEAD, FILMS/SPECIAL EVENTS

Accountability

The WEB Program Lead, Films/Special Events is responsible to the Vice Chair of Programs, WEB Chairperson, and The Student Activities Director.

Scope of Responsibility

The Program Lead, Films/Special Events area is designed to provide students with the opportunity to experience a variety of programs in which the entire campus becomes involved. The Program Lead, Films/Special Events is responsible for providing the students with current blockbuster hits, alternative films, silver screen classics, foreign films, midnight films, and cultural favorites.

General Responsibilities of the Program Lead, Films/Special Events:

1. Responsible to attend every event put on, and/or sponsored by the WEB.
2. Maintain an accurate filing system within the area.
3. Submit a written evaluation for the Films/Special Events area to the Vice Chair of Programs, WEB Chairperson, and the Student Activities Director.

Specific Responsibilities for WEB Program Lead, Films/Special Events:

1. The Program Lead, Films/Special Events must be able to program films, special events, cultural events, special events and should utilize the campus events for the

LCSC Campus and have a general understanding of programming.

2. Responsible for assuring that all points of the contract and rider have been met for both parties.
 3. Oversee the selection, implementation, and evaluation of Films/Special Events programs. A catalog of films is available for selecting and ordering in the Student Activities Office.
 4. Maintain an exceptionally accommodating rapport with the artist(s)/vendor during their visit to LCSC by greeting and remaining available to them.
 5. Maintain a good line of communication with all community activities providers
 6. Fulfill any other duties assigned by the Student Activities Director.
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WEB CRISIS PLAN

In the case of a canceled show/performance student leads should call and inform the following people/places:

1. WEB Chairperson
 2. Student Activities Director
Brandon Lytle, 208.792.2804,
bllytle@lsc.edu
 3. Student Activities Admin. Assistant
Stacy Shephard, 208.792.2256
sashephard@lsc.edu
 4. Security Department
Office, 208.792.2256
Emergency, 208.792.2815
security@lsc.edu
 5. Student Union Building (Info Desk)
208.792.2069
 6. Residence Life
Debbie Kolstad, 208.792.2053
dqkolstad@lsc.edu
(Ask if she could send out an email to all students in the halls and inform them)
- If applicable:
7. Food Service (Sodexo)
Tim Wheeler, 208.792.2244
tlwheeler@lsc.edu
 8. The Pathfinder (Student Newspaper)
208.792.2470
thepathfinder@lcmail.lsc.edu
 9. College Communications
Logan Fowler, 208.792.2200
jfowler@lsc.edu

10. Public Information Specialist
Bert Sahlberg, 208.792.2197
bhsahlberg@lsc.edu

11. Silverthorne Theatre
Lawrence Norris, 208.792.2392/or/2617
lnorris@lsc.edu

Other crisis procedures:

10. Put a canceled signs on or over (if applicable): Posters around the campus, Student Union Building, and on all banners advertising the event.

11. Post to social media via Facebook, Twitter, and Instagram.