

Yearly Fall

1. before fall start
 1. Update board
 2. update the website
 3. attend the before school starts 1L student organization bbq
 1. design flyers for the 1L meeting
2. attend lunch meeting with dean
3. submit budget
4. have a general meeting at the start of the semester

Yearly Winter

1. attend ICLE spring seminar in spring
2. attend lunch meeting with dean
3. handle elections in late march

Monthly

1. send calendar to the advocate
2. check w/ career services for upcoming IP events

Weekly

1. check postal mail
2. post posters / fliers in the basement billboard
3. process email requests
4. update the website with current events / topics in discussion
5. run office hours