Cluster Roles & Responsibilities

2022-2023

SHARED CLUSTER BOARD RESPONSIBILITES

- All cluster board roles have a responsibility of creating a respectful, collaborative, and inclusive student environment
- All cluster board roles should develop key relationships with Columbia Business School administrative and Student Government partners
- All cluster board roles should place an emphasis on information sharing within the cluster
- All cluster board roles should attend required OSA and Student Government training

Cluster Chair
- Responsible for leading the overall strategy of the cluster experience while at CBS
- Partner with DEI representative to champion an inclusive experience within the cluster
- Responsible for leading and coordinating all other cluster representatives
- Required to serve on Student Government and attend monthly meetings

Academic Rep
- Responsible for liaising with students, faculty and the administration during the Core
- Responsible for advocating core culture in partnership with DEI representative
- Required to address any cluster questions or concerns about faculty with the cluster's academic advisor or the faculty member directly
- Required to inform the cluster about deadlines, exams and changes to homework
- Required to attend monthly meetings with Core Faculty and other Academic Reps
- Required to work with Student Government's VP of Academics

Career Rep
- Responsible for liaising with students and the Career Management Center (CMC)
- Be knowledgeable of recruitment and hiring policies and procedures and refer students to appropriate CMC contacts when necessary
- Required to participate in monthly Career Roundtables
- Required to keep the cluster informed about training events/interview workshops and CMC resources
- Required to work with Student Government's VP of Careers

Global Citizenship Rep
- Responsible for making sure that the International students in the cluster feel included, and creating climate of cohesion amongst international and non-international students
- Be knowledgeable of resources for issues ranging from Visa to language barriers for members of the cluster
- Required to review and discuss programs and resources that support international students
- Required to participate in Global Citizenship Week

Chief of Staff
- Responsible for the cluster finances; maintain and track OSA provided cluster funds while at CBS
- Responsible for Information; work with the Chair to make sure the cluster is aware of school wide events and important announcements
- Required to partner with Student Government Chief of Staff on broader school wide issues

DEI Rep
- Responsible for educating cluster on the expectations of the CBS Honor Code
- Responsible for ensuring cluster's fulfillment of Columba Community Citizenship Initiative (CCI) and collaborating with OSA, DEI and ExBo to support school wide CCI programming.
- Responsible for engaging cluster in CBS Reflects survey completion and lead cluster-wide debrief of results and implications
- Be knowledgeable of important CBS and University resources and contacts on issues including but not limited to harassment and discrimination issues facing specific demographics
- Collaborate with Global Citizenship, Social and Community Reps to ensure cross-cultural sharing, respect, and inclusion within Cluster and event planning
- Identify new efforts or initiatives that bolster diversity and belonging within cluster

Community- Internal and External Rep (2)
- Internal to Cluster- Responsible for coordinating CBS Matters and Cluster Community Dinners
- External to Cluster- Responsible for Cluster Cup (in coordination with Student Government) and Social Impact Initiatives (in coordination with Social Enterprise Club)
- Both reps work together to ensure that the cluster is cohesive
- Required to work with Student Government's VP of Community

Social Rep (2)
- Responsible for planning cluster social events
- Required to work with Student Government's Co-VPs of Events and serve on the Events Committee
- Responsible for helping to organize and set up all school wide events
- Responsible for ensuring that their Cluster's attendance to school wide events is consistently high