

Warrior Entertainment Board (WEB) Handbook 2024-2025

Lewis-Clark State College
Student Involvement
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1. Definition of the Warrior Entertainment Board (WEB)

- a. The Warrior Entertainment Board (WEB) is a student-lead program that is administered through the Office of Student Involvement. WEB is responsible for the programming and organizing of concerts, comedians, lectures, movies, special events, and numerous other programs for Lewis-Clark State College students, our campus community, and the surrounding communities. WEB comprises up to six (6) paid student positions, students registered for SD 108/SD 308, Street Team- General Members, and the Coordinator of Student Involvement. WEB may create committees within the Board for special projects or events. The committees will be formed under the leadership of a Lead. Additionally, all paid WEB members have voting rights. In the event of a tie, the Coordinator of Student Involvement will be the deciding vote. The executive members (paid positions) include:
 - i. Co-Chairs (2)
 - ii. Lead Programmers (up to 4)

2. Membership and Expectations

- a. All members will attend the weekly WEB meetings. WEB Co-Chairs may also call emergency meetings when necessary. The minutes of each meeting will be made available for the WEB Co-Chairs, Coordinator of Student Involvement, and WEB Leads. Any emergency business that requires a decision before the next scheduled meeting may be acted upon by the WEB Co-Chairs and/or the Coordinator of Student Involvement.

3. General Responsibilities of WEB Lead Programmers

- a. Attend weekly WEB meetings.
- b. Attend WEB lead meetings as needed.
- c. Maintain a minimum of two (2) office hours per week between 8:00 a.m.-5:00 p.m. In some, limited cases, arrangements for office hours outside of that time frame may be made with the Coordinator of Student Involvement.
 - i. Office hours consist of working in the WEB office on events, projects, or other tasks as needed and being available to answer questions or provide help to anyone that comes to the office with questions.
- d. Must have and maintain a minimum cumulative GPA of 2.50.
- e. Must be enrolled in a minimum of six (6) academic credits each semester.
- f. Be aware of and utilize other campus and community resources – Sodexo, Residence Life, etc.
- g. Become acquainted with and abide by the policies and procedures of the WEB, Student Union Building/Center for Student Leadership, Office of Student Involvement, and Lewis-Clark State College.
- h. Attend all WEB training sessions, retreats, and other workshops deemed necessary by the WEB Co-Chairs and/or the Coordinator of Student Involvement. This includes attendance at the annual National Association for Campus Activities Conference, when funds are available.
- i. Serve as a resource to other Student Leaders, departments, and organizations as an expert in your programming or administrative area.
- j. Provide a quality transition period for the successor of your position.
- k. Provide a weekly report at the WEB meetings (when applicable).
- l. Serve on special committees created by the WEB for special projects and/or events.

m. Serve as voting members of the WEB

4. Street Team - General/Volunteer Members

- a. Street Team- General Members are the largest group of students in the WEB Street Team Members must fulfill the following qualifications and responsibilities:
 - i. Qualifications
 1. Must be a student in good standing at Lewis-Clark State College.
 2. Good communication and organizational skills.
 - ii. Expectations & Responsibilities
 1. Strongly encouraged and welcome to attend all events and meetings, but not required.
 2. Assist in the planning and implementation of programs and events.
 3. Become acquainted with and abide by the policies and procedures of WEB, Student Union Building/Center for Student Leadership, The Office of Student Involvement, and Lewis-Clark State College.
 4. Maintain a degree of professionalism in dealing with all aspects of programming and while attending events.
 5. Maintain awareness of campus organizations' activities to avoid the overlapping of events.
 6. Inform the program lead, WEB Co-Chairs, and Coordinator of Student Involvement should a problem arise.
 7. Contribute to an effective team atmosphere.
 - iii. Incentive Program
 1. Street team members can earn hours by doing tasks that include, but are not limited to:
 - helping at events
 - assisting with advertising for events
 - social media influence

Incentives vary depending on the number of Street Team Members and funds available.

5. WEB Lead Programmers Policies and Procedures

- a. Absences
 - i. A written request must be submitted to the Coordinator of Student Involvement at least 24 hours prior to any absence. Emergencies will be handled at the discretion of the Coordinator of Student Involvement.
 - ii. Two (2) unexcused absences from a WEB a meeting, event, or program are grounds for stipend cuts and/or termination, which will follow the rules of termination listed below.
- b. Logistics
 - i. All WEB members, with the exception of the WEB Co-Chairs, report to both the Coordinator of Student Involvement and the WEB Co-Chairs. The WEB Co-Chairs report directly to the Coordinator of Student Involvement.
 - ii. All WEB paid positions are held for two (2) consecutive semesters (fall and spring). Consecutive years on WEB are possible through re-application.
 - iii. Specific job descriptions and responsibilities for lead positions are located at the end of this handbook.
- c. Termination

- i. Termination of a WEB Co-Chair 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 WEB or the Coordinator of Student Involvement as detrimental to WEB, the Office of Student Involvement, and/or LC State.
 - 3. Failure to carry out the duties of their position.
 - 4. Failure to maintain a GPA of 2.50 and/or failure to carry six (6) credits.
 - ii. 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)
 - iii. The Coordinator of Student Involvement may remove anyone from office for not maintaining the cumulative GPA, Student Code of Conduct violations, or violations of the public trust.
- d. Meetings
- i. WEB will meet every Wednesday at 4:30 p.m. during the fall and spring semesters.
 - ii. WEB Co-Chairs may call emergency meetings whenever deemed necessary.
- e. Guidelines
- i. WEB is encouraged to co-sponsor programs with outside groups. The co-sponsorship must be reviewed and approved by the WEB Co-Chairs and/or the Coordinator of Student Involvement. All supplies, posters, banners, signs, etc. are the property of WEB, Student Activities, and Lewis-Clark State College.
- f. Hiring Process
- i. Dates, guidelines, and details of the selection process shall be determined by the Coordinator of Student Involvement. The hiring process consists of:
 - 1. Written applications submitted to the Coordinator of Student Involvement via Handshake, depending on the position being filled.
 - 2. The WEB Co-Chairs and the Coordinator of Student Involvement will then choose the applicants to be interviewed.
 - 3. Selected applicants will be interviewed and selections made by the WEB Co-Chairs and the Coordinator of Student Involvement.
 - 4. Applicants will be notified of results and additional interviews will be held if necessary.
 - ii. 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 Co-Chairs and the Coordinator of Student Involvement.
- g. Stipends & Pay Procedures
- i. Stipends are available for each Co-Chair and Lead Programmers within WEB. This payment will be disbursed a minimum of two (2) times each semester (fall & spring). Stipend amounts are as listed below, unless otherwise noted in a WEB Co-Chair or Lead Programmer's MOA (amounts are per semester):
 - 1. Co-Chairs: \$2,500
 - 2. Lead Members: \$1,000
 - ii. All students hired to the above positions must follow all procedures for student employees of Lewis-Clark State College.
 - iii. All employment paperwork dealing with WEB employees will be completed online and payment made a minimum of two (2) times a semester.

Job Description → Co-Chairs

Accountability

The WEB Co-Chairs report to the Coordinator of Student Involvement.

Scope of Responsibility

The WEB Co-Chairs are individuals who understand the team concept. The Co-Chairs support the Programming Leads and Street Team Members. A working knowledge of programming, professionalism, confidence, problem solving, and leadership are just some of the qualities needed to fill these positions. These individuals will oversee the internal aspects of the organization as well as serve as a representative to other organizations. The Co-Chairs will also be the “home base” for WEB in the summer.

Responsibilities for the WEB Co-Chairs (Summer):

1. Serve as an in-house contact for WEB personnel and the Office of Student Involvement during the summer months.
2. Maintain a Fall and Spring activities calendar and recruiting flier to give out during orientation.
3. Request the needed office supplies for the upcoming year.
4. Plan workshops, retreats, and other training meetings with the assistance of the Coordinator of Student Involvement.

Responsibilities for the WEB Co-Chairs (Fall/Spring):

1. Must attend every event hosted and/or sponsored by the WEB
2. Attend Trainings and conferences as available (NACA, webinars, Student Leader Development Trainings, etc.).
3. Co-Chair weekly meetings.
4. Consult weekly with the Coordinator of Student Involvement.
5. Support the Program Leads by assisting them with, pre and post event evaluations, budgets, riders, publicity, and set up and tear down for events.
6. Serve as the supervisors and be a resource to all WEB members and regulate internal affairs of WEB.
7. Maintain a professional rapport with the campus and external organizations including but not limited to the artist(s) and agencies.
8. As needed, conduct emergency business during the term of office, to include the summer months.
9. Must assume the duties of any position if vacated, until said vacancy can be filled.
10. Collaborate with team members to develop a recruitment strategy for WEB members.
11. Ensure that all events and programs have been adequately publicized and promoted.
12. Ensure the WEB office is organized and remains clean and neat.
13. Keep a record of office hours for Lead Programmers.
14. Represent WEB before external organizations, or designate other members, approved by the Coordinator of Student Involvement.
15. Call meetings with WEB members as deemed necessary.
16. Maintain a current listing of WEB’s membership and contact information, and be able to provide this information to the Office of Student Involvement.

17. Plan workshops, retreats, and other training meetings with the assistance of the Coordinator of Student Involvement.
18. Understand and abide by the WEB Handbook and, in all cases, enforce it.
19. Fulfill any other duties assigned by the Coordinator of Student Involvement.

Additional Responsibilities for the WEB Co-Chairs (to be divided equally):

1. Prepare weekly meeting notes and minutes.
2. Maintain accurate records of WEB financial accounts and give budget updates at meetings as needed.
3. Reserve rooms in 25Live for all programming needs.
4. Keep a record of office hours and sign-ups for Street Team Members and Leads.
5. Maintain an exceptionally accommodating rapport with the artist(s) during their visit to LC State by greeting and remaining available to them.
6. Oversee trivia and open mic nights, one co-chair will be responsible for each event.
7. Fulfill any other duties assigned by the Coordinator of Student Involvement.
8. Check in with individual Leads as needed.
9. Serve as a representative to Student Involvement meetings.
10. Update WEB officers and membership in Do More as needed (at least once a year).
11. Monitor WEB email (entertainment@lcsc.edu).

Job Description → Programming Lead Member

Accountability

A WEB Lead Member reports to the WEB Co-Chairs, and the Coordinator of Student Involvement.

Scope of Responsibility

The Warrior Entertainment Board (WEB) is a student lead organization that provides high quality entertainment and events to engage the LC State campus and LC Valley communities. These events include concerts, movies, lectures, comedy nights, dances, magic shows, hypnotists, and numerous other special events.

Members of WEB collaborate with other LC State organizations and divisions in assisting and enhancing campus programs. WEB provides educational opportunities for students to gain experience in advertising and implementing programs for the campus community.

Specific Responsibilities of a WEB Lead Member

1. Must attend every event hosted and/or sponsored by WEB.
2. Coordinate all aspects of assigned programs including, but not limited to, pre-event, during the event, and post-event activities (planning, task assignments, evaluations, etc.).
3. Maintain an accurate filing system of any needed documents.
4. Ensure the office remains clean and neat.
5. Submit a written evaluation of Lead needs to the WEB Co-Chairs and Coordinator of Student Involvement at the end of the academic year.
6. Must program special events/performers and cultural events for the LC State campus community and Lewiston community and have a general idea of programming.
7. Oversee the selection, implementation, and evaluation of programs.

8. Assist with program needs including, but not limited to:
 - a. Set up/Tear down
 - b. Organizing Supplies
 - c. Participant Check in
 - d. Advertising needs
9. Maintain an exceptionally accommodating rapport with the artist(s) during their visit to LC State by greeting and remaining available to them.
10. Maintain a good line of communication with all community activity providers.
11. Develop a campaign for the recruitment of WEB members.
12. Fulfill any other duties assigned by the Coordinator of Student Involvement.

WEB EVENT CANCELLATION PLAN

In the event of a canceled show/performance/event, the event lead should call and inform the following people/places as soon as possible:

1. **WEB Co-Chairs**

Baeli Kinsley

bskinsley@lcmail.lcsc.edu or 208-507-2258

Maddie Shriver

mfshriver@lcmail.lcsc.edu or 208-503-2997

2. **Coordinator of Student Involvement**

Kristin Myers, SUB 220

kmmyers@lcsc.edu or 208-792-2717 (office); 208-596-9009 (cell)

3. **LC State Security Department Office**

security@lcsc.edu or 208-792-2256 or 208-792-2815

4. **Student Union Building Info Desk**

208-792-2069

5. **Residence Life Office**

Debbie Kolstad, TLK basement

dqkolstad@lcsc.edu or 208-792-2053

Ask if they can send an email to campus residents about the cancellation.

IF APPLICABLE...

6. **Food Services (Sodexo)**

Jim Piscitello

james.piscitello@sodexo.com