The following are REQUIRED time commitments expected of executive board members, unless discussed with Reggie ahead of time.

**Fall 2018**

- **All Chair Positions**
  - Attend FYX kickoff meeting on Wednesday, November 28th 6:00PM – 8:00PM
  - One hour transition meeting with FYC Staff member

**January 2019**

- **All Chair Positions**
  - We need three FYX members to assist with some Winter Welcome events from Thursday, January 10th – Sunday, January 13th. This time will be compensated. We will also cover Residential Life early arrival fees.
  - Submit your Bear Facts and New Bearings article(s) and website bio, due Tuesday, January 15th at 10:00 AM.
  - Assist with Spring Activities Fair
  - January Retreat
    - Friday, January 18th – Sunday, January 20th
    - We will leave as soon as all are finished with class on Friday and arrive back on campus by 5:00 PM on Sunday, January 20th

**Spring 2019**

- **All Chair Positions**
  - Five office hours per week in the First Year Center office
    - Office hours must take place during business hours Monday – Friday 9:00 AM – 5:00 PM
    - This includes a 30 minute 1-1 meeting with the Assistant Director or Coordinator of First Year Center
    - This includes a 90 minute FYX team meeting, time TBD by team
    - These hours may be flexed accordingly with other FYX duties such as recruitment, selection, and training that may occur outside regular business hours
  - Develop, organize and coordinate programs in your chair position
  - Serve as a student voice on administrative planning committees relating to specialty areas
  - Participate in all relevant commitments related to FYE Leader recruitment, selection, and training
    - WUSA and SGE recruitment
    - Mandatory Applicant Meetings and WUSA/SGE Recruitment: Wednesday, January 23rd – Monday, February 4th
    - Read WUSA/SGE applications: Tuesday, February 12th at Noon – Tuesday, February 19th at Noon
    - BUSY WUSA/SGE individual interviews: Tuesday, February 26th – Thursday, March 7th (don’t schedule for anything else during this time)
    - WUSA/SGE group interviews: Wednesday, March 20th – Saturday, March 23rd (don’t schedule yourself for anything else this weekend and do your homework in advance)
    - FYE Leader Reveal: Week of March 25th, date TBD
    - Attendance and assistance with First Year Finale

- **FY WUSA Chairs and TX WUSA Chair:**
FYX Important Dates 2019

- WUSA selection: Sunday, March 24th
- WUSA/SGE spring meetings: four meetings in April, dates TBD

Summer 2019

- **All Chair Positions**
  - Chair positions do not require someone to be in St. Louis however, it is expected that you correspond with First Year Center and WUSA team on a weekly basis via e-mail. Summer work opportunities are available for those who are interested.
  - 2 Hours of virtual office hours per week which may include:
    - Updates for Chair Position and assignments

- **FY WUSA Chairs and TX WUSA Chairs:**
  - Developing and grading weekly training module quizzes of WUSA team members

August 2019

- **All Chair Positions**
  - Return for FYX training: move-in on Tuesday, August 6th, training begins on Wednesday, August 7th at Noon
    - Please note, you may not enroll in Summer Session IV courses as it conflicts with these dates
  - Assist with implementing all phases of Bear Beginnings: Saturday, August 17th – Sunday, August 25th
    - Please note, these days range from 12 to 16 hour days

- **FY WUSA Chairs and TX WUSA Chair:**
  - Assist with planning, implementation and supervision of WUSA training:
    - WUSAs move-in on Tuesday, August 13th
    - Pre-Bear Beginnings Training; Wednesday, August 14th – Friday, August 16th
    - Please note, these are 12-hour days
    - Mid-Bear Beginnings Training: Thursday, August 22nd – Saturday, August 24th

- **FY Programming Chair, SY Programming Chair, PF Programming Chair:**
  - Assist with planning and logistics for population specific programming

Fall 2019

- **All Chair Positions**
  - Five office hours per week in the First Year Center
    - Office hours must take place during business hours Monday – Friday 9:00 AM – 5:00 PM
    - This includes a 30 minute 1-1 meeting with the Assistant Director of First Year Center
    - This includes a 60 minute FYX team meeting, time TBD by team
    - **FY WUSA Chairs and TX WUSA Chair:** This includes a 60 minute WUSA team meeting, time TBD by team
  - These hours may be flexed accordingly with other FYX duties that may occur outside regular business hours
  - Attendance at the Chancellor’s Event: Monday, August 26th
  - Assistance and attendance at first- and second-year experience events (e.g. Day 1, Symphony on the S40)
  - Assist with WUSA Recruitment at Fall Activities Fair
  - Attendance at all fall WUSA Meetings/Social Events (4)
  - Assist with Parent & Family Weekend: Dates TBD
FYX Important Dates 2019

Spring 2019

- FY WUSA Chairs and TX WUSA Chairs
  - Attendance at January WUSA Meeting
  - Continue to follow up with your WUSA team with weekly or bi-weekly meetings (30 minutes), time TBD by your team
  - Bi-weekly meetings with Assistant Director or Coordinator