

PCGB Recruitment Info Packet

Pardall Center Mission

The Associated Students Pardall Center is a student-run and student-funded resource center located at the Heart of Isla Vista and established to represent the needs and interests of UCSB students while fostering connections with the broader IV community. As a physical hub for services, resources, and events, the Pardall Center provides free or subsidized access to academic, technological, social and wellness support, including but not limited to exam materials, free printing, study and meeting spaces, and a kitchenette with snacks.

Pardall Center Governance Board Mission

Guided by values of accessibility, equity, inclusivity and community, the Pardall Center Governance Board strengthens connections between Associated Students, UCSB, and IV-based entities while fostering student leadership and creating a safe, welcoming environment through both daily operations and special events. The Pardall Center Governance Board is entrusted with the stewardship of this facility and its resources: managing student fee funding, overseeing facility upkeep, coordinating community outreach, and remaining responsive to the evolving needs of UCSB students and the Isla Vista community.

Recruitment Process

Once the deadline has passed, the Board will go through all the applications during Week 1 of Spring Quarter, and some candidates will be selected for interviews, which will be held between Weeks 2–4. The Board will then elect next year’s members in Week 5 and submit their names to the AS Senate for final approval. The new members will shadow the current members between Weeks 6–7, and their term will begin Week 8 Spring.

Expectations

The term duration will be between Week 8 Spring 2026 to Week 8 Spring 2027. Meetings are called by the PCGB Chair, but they are typically weekly for ~2 hours. They should be held during summer if enough members are available, or alternatively, a Summer Subcommittee can be formed with a smaller group. All PCGB members are eligible to earn honoraria each quarter (\$450 for the Chair and \$300 for other members), provided that they attend board meetings and fulfill their duties & responsibilities. Missing more than two meetings in a quarter without being excused may result in a reduction in honoraria or removal.

Resources

The file below contains two sections of AS Legal Code relevant to the Pardall Center and PCGB. Another useful resource is *Robert’s Rules of Order*, which outlines proper conduct and procedures for board meetings. The full version can be found at a library, but the *Brief Edition* is more concise. The Chair and Vice Chair should be proficient in both legal code and Robert’s Rules while others should be at least familiar.

 [PCGB Article XVIII And Policy 27.pdf](#)

Chair

The Chair serves as the chief officer of the Board, but the role goes beyond just leading meetings and setting agendas. They handle both short-term problems, involving day-to-day operations and keeping board members on track, as well as long-term planning, like preparing quarterly reports for AS and ensuring that decisions reflect the needs of the student and IV communities. Strong and consistent communication is at the heart of the role: the Chair must coordinate with other board members, staff advisors, student staff, AS administrators, and community members to keep everyone informed and aligned. During AS budget hearings, the Chair works closely with the Treasurer & Advisor to review financial documents and ensure that the Pardall Center's funding reflects its needs and financial priorities. Above all, the Chair is expected to lead with fairness and accountability, serving as the Board's primary spokesperson and creating space for its members to function at their best.

Recommended Skills

- + Level of leadership to support/oversee others while taking accountability
- + Ability to remain fair/unbiased/neutral and to mediate disagreements
- + Organization & punctuality across time management, materials, and meeting preparation
- + Long-term planning and ability to manage multiple deadlines
- + Open & proactive communication skills
- + Public speaking
- + Conflict management
- + Familiarity with AS structure and BCUs
- + Proficiency with AS legal code & Robert's Rules of Order
- + Comfortable with numerical analysis and financial calculations

Duties & Responsibilities of the Chair

1. Shall serve as the chief officer of the Pardall Center Governance Board.
2. Shall be responsible for calling and conducting meetings of the Board.
3. Shall set agendas for the Board meetings with the assistance of the Pardall Center Advisor.
4. Shall serve as the primary spokesperson for the Board.
5. Shall submit Pardall Center Governance Board minutes weekly to the Internal Vice President, to be approved by the Associated Student Senate.
6. Shall build and maintain effective communications with staff and students within the Isla Vista and University community.
7. Shall work with the Internal and External Affairs Coordinator on organizing events at the Pardall Center.
8. Shall conduct one-on-one meetings with permanent voting members once a quarter to provide feedback on performance and assess progress.

9. Shall lead the completion of the budget package for the Pardall Center lock-in for the following year with ex-officio career staff and the treasurer. The Chair shall ensure that adequate money is set aside to meet the mandate of the lock-in fee.
10. If the Chair is unable to serve the duration of their term, or is removed by two-thirds (2/3) vote of the full Board, the Vice Chair shall replace them.
11. The Chair shall only vote in the case of a tie-vote.
12. Shall remain accessible and ensure their up-to-date contact information is posted on the Pardall Center website.

Vice Chair

The Vice Chair serves as second-in-command of the Board, supporting the Chair and other members while remaining aware of the Board's initiatives & overall vision to step in as chief officer whenever the Chair is unavailable. Their role is primarily focused inwards: accurately recording the details of each meeting, and keeping board members accountable through performance feedback. Dependability, attention to detail, and the ability to comfortably offer constructive feedback are essential to the position. The Vice Chair must work closely with fellow board members to advance projects that benefit the Isla Vista community, support Pardall Center operations, strengthen communication within the board, and help maintain organization throughout the academic year.

Recommended Skills

- + Level of leadership to support/oversee others while taking accountability
- + Ability to remain fair/unbiased/neutral and to mediate disagreements
- + Attention to detail for documentation
- + Comfortable giving and receiving constructive feedback
- + Basic familiarity with AS bureaucracy and BCUs
- + Basic familiarity with AS legal code & Robert's Rules of Order
- + Some leadership experience (not necessarily within AS or a BCU)

Duties & Responsibilities of the Vice Chair

1. Shall serve as the chief officer of PCGB when the Chair is absent, and in such case, shall assume all their duties and responsibilities.
2. Shall be responsible for minute taking during meetings of the Board or designate a voting member as a replacement in the absence of the chair.
3. Shall have full voting rights in all governance board matters unless serving as the chief officer.
4. Shall provide feedback on the performance of voting members as appropriate.
5. If the Vice Chair assumes the Chair position, the resulting vacancy in the Vice Chair position shall be filled with a majority (50% +1) vote.
6. If the Vice Chair is otherwise unable to serve the duration of their term, or is removed by two-thirds (2/3) vote of the full Board, the Board shall replace them with two-thirds (2/3) vote.
7. Shall remain accessible and ensure their up-to-date contact information is posted on the Pardall Center website.

Internal Affairs Coordinator

The IAC is responsible for the inner workings of the Pardall Center by organizing event programming, managing outreach to entities to enhance the Center's services & resources, and ensuring that student experiences run smoothly. They oversee the various projects & supplies while balancing multiple perspectives on implementation, maintaining inventory & upkeep, and identifying opportunities to expand the Center's offerings to better serve students and the IV community. A sense of professionalism, urgency, time-management, and organization are essential to the position. A successful IAC understands the Pardall Center inside & out, helping its operations properly serve the public & student body.

Recommended Skills

- + Organizational experience
- + Time management
- + Community building/projects
- + Familiarity with Policy 27 & PC Code of Conduct
- + Familiarity with PC logistics & internal procedures, like inventory management
- + Collaboration with staff, board members, the Advisor, and external entities

Duties & Responsibilities of the Internal Affairs Coordinator

1. Shall maintain regular attendance at board meetings and be prepared for discussions.
2. Shall promote PCGB's mission, programs, and initiatives to the campus and broader community.
3. Shall plan, implement, and support programs and events at the Pardall Center designed to increase student and community engagement.
4. Shall collaborate closely with the External Affairs Coordinator to ensure alignment between internal operations and external outreach efforts.
5. Shall provide regular updates to the Board regarding internal programming, attendance trends, logistical needs, and outreach efforts.
6. Shall coordinate with the Pardall Center Coordinator to ensure all internal events adhere to legal policies and safety regulations.
7. Shall manage internal logistics for the Pardall Center, including inventory management and coordinating supplies and setup for Pardall Center events.
8. Shall remain accessible and ensure their up-to-date contact information is posted on the Pardall Center website.

External Affairs Coordinator

The EAC serves as the primary liaison to the broader campus and Isla Vista community. They must plan & execute various events while working to ensure that the space, programming, and resources remain accessible & welcoming to students and community members. This role requires a strong connection to and clear communication with the local businesses and community partners that keep Isla Vista running. The EAC also does work behind the scenes: coordinating external logistics, communicating with vendors, and solving unexpected event issues. Overall, the EAC position rewards those who are interested in community engagement, event planning, and making a tangible difference within the Isla Vista community.

Recommended Skills

- + Community building and project coordination
- + Social media and publicity experience
- + Event planning experience
- + Clear and timely communication
- + Problem-solving and adaptability
- + Initiative and self-direction
- + Organizational skills
- + Familiarity with local IV businesses and community organizations

Duties & Responsibilities of the External Affairs Coordinator

1. Shall attend Board meetings and maintain participation in committee meetings, arriving prepared for discussion and decision-making.
2. Shall promote PCGB's mission, programs, and initiatives to the campus and broader community.
3. Shall plan, coordinate, and support programs and events at the Pardall Center designed to increase visibility, engagement, and outreach to students and community members.
4. Shall facilitate external planning, partnerships, and communications related to Pardall Center events and initiatives.
5. Shall collaborate closely with the Internal Affairs Coordinator to ensure alignment between external outreach and internal operations.
6. Shall provide regular updates to the Board regarding outreach efforts and external partnerships.
7. Shall oversee the Pardall Center's social media account(s).
8. Shall obtain or coordinate necessary permits, insurance, and legal approvals for Pardall Center events.
9. Shall manage external logistics such as venue contracting, vendor coordination, and equipment rental.
10. Shall remain accessible to external stakeholders by maintaining availability for meetings as necessary and by ensuring that their up-to-date contact information is posted and accessible on the Pardall Center website.

Treasurer

The Treasurer is responsible for keeping records of Pardall Center finances, transactions, and other documentation. They must review the amount the Pardall Center is spending and give regular updates to the Board. A crucial responsibility is working on the annual budget & rollover, and then presenting to the AS Finance Committee during AS budget hearings, so the Treasurer must also be adept at effectively communicating the Board's financial situation and funding requests to AS advisors and other stakeholders. The position requires proficiency in accounting & bookkeeping, financial analysis, and graphical analysis, and timely submission of requisitions, budget proposals, and reports is also essential.

Recommended Skills

- + Attention to detail
- + Time management
- + Organizational skills
- + Clear and effective communication
- + Google Suite, especially Sheets
- + Accounting and bookkeeping
- + Comfortable with numerical analysis and financial calculations
- + Familiarity with AS financial systems and requisition processes

Duties & Responsibilities of the Treasurer

1. Shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the properties and business transactions of PCGB.
2. Shall prepare the Board's budget during Winter and Spring Quarter for the following fiscal year in conjunction with the Chair and ex-Officio career staff.
3. Shall give regular fiscal reports to the Board.
4. Shall be responsible for collecting and consolidating all requisitions and keeping financial records.
5. Must complete requisition forms for any OSL that has been approved funding by the board within a week of the meeting in which it was approved.
6. Attend at least one (1) A.S. Finance Committee meeting per quarter.
7. Shall remain accessible and ensure their up-to-date contact information is posted on the Pardall Center website.