

OPEN ELECTIONS

for the Cultural Connections E-Board

We are recruiting for...

- President
- Vice President
- Treasurer
- Secretary
- Social Media Representative
- Event Coordinators (2)
- Language Chatting Room Coordinators (2) *Position Details on back

If you are interested in applying, email your

- Resume
- Cover Letter
- Unofficial Transcript

to culturalconnections@gmail.com

NO LATER THAN APRIL 1st, 2017

All positions are required to

- Take RSSW 290/291
- Attend two training courses
- Attend weekly E-Board Meetings
- **Some positions require the completion of the Treasurers Exam

**An OPEN ELECTION will take place on
Friday, April 7th, 2017 from 3-5 PM in
BB221**

***Students running for E-Board must be in attendance of this event**

President

- Oversee the International Friendship Partnership Program to ensure all duties are being completed according to SA regulations
- Manage all paperwork required by Student Association to gain recognition and funding
- Member Recruitment and management

Vice President

- Aid the President and Treasurer in the management of funding allocation and other activities

Treasurer

- Work directly with the President to submit all paperwork required by SA guidelines
- In charge of fundraising and grant applying
- Maintain an updated budget through the year

Secretary

- Send reminders and take notes for weekly E-Board meetings
- Assist in strategic planning and program development
- Prepare promoting materials and manage volunteers for Community & Public Service Fair and other fairs
- Assist to monitor Program quality

Event Coordinator (2)

- Plan, organize, and coordinate the following events throughout the semester: IFP Reception, 4 IFP Social Events, End of Semester Pizza Party
- All event planning requires: one event planning meeting among coordinators and promotion through social media, flyers, emails, etc.
- **Social event ideas must be approved by GA before execution

Language Chatting Room Coordinator (2)

- Get in touch with IELP, EOP, EAS and other related departments to promote our program at the beginning of the semester
- Promote LCR weekly through social media, flyers, emails, class visits, and campus newsletters
- Recruit and manage volunteers for different languages. Set up expectation for volunteers and track performance
- Send out confirmation emails to both students and volunteers when LCR is in session
- Check LCR emails daily and answer student's inquires
- Need to be on-call for student questions when LCR is in session

Social Media Representative

- Manage all social media groups (Ex: Facebook pages, Instagram, GroupMe, etc.)
- Stay in touch with different cultural clubs (looking for cultural events on campus and post most recent cultural events in both groups)
- Update volunteer opportunities from ISSS office and other organizations
- Lead conversations and encourage student involvement in groups