

VSA Executive Board Position 2010-2011 Application Packet

General Information

While the Vietnamese Student Association is just an extracurricular organization, it relies on its executive board to stay organized, focused, cohesive, and efficient in order to have a successful year. For the upcoming year, we will have 10 executive officer positions available. This packet includes full descriptions of all available positions. **We take each executive role very seriously** and will consider your application carefully. *Please respect the deadlines and the final decisions made by the current executive board.*

Important Notes:

- Be prepared to give a short speech (1-2 minutes long) on Election Day for all positions you are applying for.
- This packet includes full descriptions of all available positions.
- Students are welcome to run for more than one position. Please email separate forms for every officer position you are applying for.

Official Election Day: General Body Meeting on Wednesday, April 7

APPLICATION DEADLINE: 5PM on Thursday, April 1

Candidate Information Form

Directions: Copy and paste the questions, answer them and email to vsa.umcp@gmail.com

Applying for:

Name:

Gender:

UID (on student ID):

Student Standing (Freshman, sophomore, junior, senior):

Major/Minors:

Phone Number:

Prompt: Please tell us why you believe you are the best candidate for this position. Mention previous or relevant experience, your personal interest in VSA, strengths and weaknesses. Include as many examples and explanations as needed.

University of Maryland, College Park
Vietnamese Student Association
Executive Board Positions for 2010-2011

President

The President organizes and presides over all biweekly executive board meetings and monthly general body meetings. He/she is also required to attend SGA President/Treasurer meetings if the Treasurer cannot attend. The President will be responsible for mediating conflicts among members or executive board. He/she will oversee the organization and execution of all events, delegating duties to other executive officers according to their respective positions. The President will compile all important ideas and concerns brought forth by executive officers or members and present them in an organized manner at executive board meetings. The President will consider all decisions based on a majority vote, and be the tie-breaker for any decision with no majority vote.

Qualities: Must possess strong leadership, communication, and public speaking skills. Must be organized and dedicated to the group. Must show willingness to confront and resolve conflicts fairly and courteously. Must be of junior or senior standing, and served at least one year as another executive officer.

Vice President of Internal Relations

The Internal Vice President is the second in command to the President. If the President cannot attend an executive board meeting or general body meeting, the Vice-President will assume the duties of the President while still communicating the thoughts and decisions of the President in his/her absence. The Vice-President is also the liaison between the President and the other executive officers, and will ensure that all executive officers are carrying out their responsibilities as assigned. He/she is responsible for reserving rooms and spaces on campus to be used for meetings and practices. He/she will also be responsible to schedule and attend monthly meetings with the Asian American Studies Program (AAS) in order to facilitate and promote the creation of a Vietnamese American Studies class.

Qualities: Strong communication skills, especially with one-on-one interactions. Organized. Preferably of junior or senior standing, and preferably has served at least one year as another executive officer.

Vice President of External Relations

The External Vice President is responsible for maintaining relations with off-campus organizations and community members. He/she is also responsible for promoting VSA events and charities beyond campus as well as maintaining a list of addresses and contacts to be used for mailers. He/she will also serve as the Mid-Atlantic Union of Vietnamese Student Associations (MAUVSA) representative. The MAUVSA representative will attend all Mid-Atlantic summits (about once a month) to represent the University of Maryland, College Park VSA. He/she will also stay up-to-date with any MAUVSA emails to stay updated with events and concerns. If the MAUVSA representative cannot attend a summit or event, he/she must

notify and be substituted by another executive officer prior to the meetings. MAUVSA is a relatively new organization which seeks to unite and encourage collaboration of VSAs of schools in the Mid-Atlantic region. Our region includes Virginia, Maryland, DC, Pennsylvania, West Virginia, and Delaware. Current schools most involved are GMU, JMU, VCU, UMCP, UVA, GWU, V-Tech and Georgetown University. Since this is a principally external position and requires a fair amount of traveling, gas expenses *may* be able to be partially compensated by VSA.

Qualities: Must be willing to drive or be driven (sometimes long distances, to Virginia Tech for example) or find a replacement. Sociable, outgoing, comfortable in new situations. Preferably of junior or senior standing, and preferably has served at least one year as another executive officer.

Treasurer

The Treasurer is in charge of all financial events pertinent to the VSA. As long as VSA is an SGA-recognized group that receives university funding, the Treasurer will manage the VSA bank account and keep the executive board updated on VSA's financial status. He/she will also be responsible for drafting and turning in an annual budget proposal in the Spring semester for the forthcoming year, and must attend mandatory SGA budget hearings if the President cannot go. The Treasurer must be made aware of any requests for budget modifications and submit proposed modifications to the SGA accordingly. The Treasurer will also be the coordinator and principal contact of all fundraising events, whether for charity or for VSA. Finally, the Treasurer is responsible for providing reimbursement to any individual for any VSA-related expenses not already provided by SGA funding.

Qualities: Preferably of at least junior standing. Must be extremely organized, dependable, and be able to remember deadlines. Academic background in accounting or finance encouraged, but not necessary.

Secretary

The Secretary is responsible for taking attendance and minutes at all executive board meetings and distributing them to all executive officers thereafter. He/she is also responsible for managing the VSA email list-serve: compiling and keeping an updated database of email addresses and sending out all official VSA announcements in a timely fashion. The Secretary will also provide a sign-in sheet at general body meetings to keep track of member attendance. If the Secretary cannot attend a meeting, it is his/her responsibility to notify another executive officer prior to the meeting so that executive officer can record attendance and minutes in his/her absence.

Qualities: Organized, attentive, good note-taker with attention to detail and dates. They should be aware of all upcoming and current events and be creative in making list-serve emails attractive and interesting.

Family Night Director

Family Night Director will be responsible for overseeing and organizing Family Night, VSA's annual Spring cultural show. He/she will design the general layout of the show and

perform all logistical tasks: signing contracts for space rental, audio/visual, catering, entertainment, and any other services as needed. He/she will recruit performance directors, performers, and backstage crew for the show and ensure that all parties know of their responsibilities. The Family Night Director also coordinates and attends all rehearsals. He/she will work closely with the executive board and delegate other logistical tasks such as ticket sales, seeking sponsorship, and advertising as he/she deems fit.

Qualities: Creative, dedicated, strong communication and leadership skills. Background in event planning/performing/choreography is encouraged but not necessary.

Public Relations

The officer in public relations is responsible for keeping VSA-UMCP visible to the campus and surrounding communities. He/she will coordinate all chalking and flyer distribution to help advertise VSA-hosted or endorsed events. PR will coordinate the VSA table at the First Look Fair and Second Look Fair (Stampfest) on campus every semester. He/she will post VSA flyers up on campus bulletin boards and be in charge of tri-fold displays and other paraphernalia relevant to advertising VSA. He/she will also be in charge of posting Facebook announcements for VSA-related events.

Qualities: Outgoing, willingness to advertise in a timely fashion for events.

Gop Gio Magazine Director

The magazine editor is in charge of designing and collecting submissions for VSA's annual publication, *Gop Gio*. He/she will design the magazine and be the primary contact for potential contributors. He/she must advertise the magazine throughout campus and the community and seek sponsorship to help fund the publication. He/she is also responsible for keeping in contact with the printing company to ensure that all deadlines are met and that all financial obligations are fulfilled. The deadline for printing the magazine is on the date of Family Night. The Magazine editor is also responsible for publishing a monthly newsletter detailing VSA's upcoming events and news to distribute to members at General Body Meetings.

Qualities: Background in editing and publishing or, experience in information design and editing software (such as Adobe InDesign) or other equivalent are strongly encouraged.

Webmaster/Historian

The webmaster/historian is in charge of designing and updating the official website (currently www.vsa-umcp.org) as often as updates are needed. They must also compile and archive photos and other media content from the academic year. They should document all events hosted and sponsored by the VSA on the website.

Qualities: Background in web and/or graphic design highly encouraged.

Asian-American Representative

The VSA Asian American representative (AA representative) will serve both as the primary liaison between the Asian American Student Union (AASU) and the VSA, as well as the AAST Department and the VSA. In regards to the responsibilities as an AASU representative, he/she will attend all monthly AASU General Assembly meetings and keep the VSA executive board informed about events and issues in the Asian Pacific American (APA) community on campus. He/she will ideally become acquainted with other APA groups on campus and attend some of their events, as well as advertise VSA events at AASU meetings. He/she will also be the captain of the VSA team for the Annual Charity Wiffle-ball tournament held in the Spring semester. Furthermore, as an AAST representative, he/she will arrange meetings with the AAST staff to assist with any planning of the Vietnamese Studies course. He/she is also responsible for keeping the VSA Executive board updated with the progress and development of the Vietnamese Studies Program, as well as keep the AAST staff updated regarding VSA activities/events.

Qualities: Willingness to meet new people and to advertise VSA on campus enthusiastically and positively. Must become well-acquainted with AASU and other APA organizations on campus as well as the staff of the AAST Department.