



**The Asian American Student Union
2019-2020 Executive Board Applications**

Dear Interested Applicant,

The Asian American Student Union would like to thank you for your interest in our organization. We look forward to possibly having you represent our APIA (Asian Pacific Islander American) community here at The Florida State University for the 2019-2020 academic year. Asian American Student Union works to hold cultural and issue-based events, and works as well to cultivate leadership within our community. The AASU Executive Board offers a variety of positions for prospective student leaders to help build necessary leadership skills, all while giving back to the Asian American community and our student body at The Florida State University.

As you answer all of the following questions, please note on your application to include any information that will demonstrate the qualifications for your desired position. This may include creative presentations, a portfolio of past work samples, detailed outlines of specific goals, etc.

The deadline for the Executive Board Application will be March 23rd at 11:59pm.

In Seminole Pride,

Stephanie Lee

2018-2019 Director

Asian American Student Union

fsuaasu.director@gmail.com



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Name:

FSU Email:

Phone:

Position Applying For:

(Please place the numbers 1, 2, 3 in order of priority. – 1 holding the most priority, 3 holding the least priority) of the position you are most interested in holding:

Position Description

_____ **Treasurer** – Understands and works with the financial and accounting aspects of the organization; such as handling purchase orders, contractual negotiations and documents, managing and updating the AASU budget, and will work with the Director and the Assistant Director to ensure that appropriate financial reports are made available to the board on a timely basis as needed. Treasurer also works with the Director and Assistant Director on any financial presentations for the Student Government Association.

_____ **Secretary** - Ensures the safety and accuracy of all board minutes and records. This position will also assume responsibilities of the Director in the absence of the Director and Assistant Director. It is the Secretary's duty to manage all e-mails (proposals, reminders, newsletters required FSU paperwork, etc.) sent to fsuaasu@gmail.com, managing the member roster, presides over volunteer committees, and maintains an updated volunteer hour log.

_____ **Programming Coordinator** – Is in charge of booking, managing room reservations for AASU events, completing event permits, well as the logistical planning and coordination of the event. This position is also in need of creative minds to contribute innovative events ideas to the executive board and requires someone with attention to detail, is a team player, and is comfortable with assigning and delegating tasks to the executive board and volunteers. Prior program or event planning experience is recommended.

_____ **Public Relations Coordinator** - Handles the production of all creative media (flyers, posters, etc.) and sending the finished product to the executive board, as well as Student



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Publications (3 rd Floor of the Union) to print and cut. PR will oversee the multimedia committee for the production of videos and other subsequent promotional media, as well as the Social Media Team that manages all social media accounts associated with AASU (Facebook group/page, Twitter, and Instagram). Public Relations Coordinator is also in charge of interaction and retention of new membership and assist the planning social events.

_____ **Education Coordinator** - Plans and executes the monthly General Body meetings as well as any additional educational events as the executive board deems fit. Also works directly with the Assistant Director to help coordinate and organize the Volunteer Involvement Program (VIP) which is AASU's leadership development program. Also, the Education Coordinator will be AASU's liaison and ambassador to future educational panels and tabling opportunities.

_____ **Outreach Coordinator**- Works closely with other agencies and organizations. They will be responsible for planning and hosting co-sponsored events with other agencies and student organizations. They will also need to attend, plan, and collaborate with other campus and community organizations to create and maintain sustainable relationships with them. They are responsible for updating the resource list and connecting student to campus resources. They will serve to welcome students into the agencies and lead an outreach committee to engage new students.

_____ **Historian**- Keep a record of AASU's accomplishments and activities for the year. Serve to initiate video graphic and photographic projects with the Public Relations Coordinator. Manages all video digital media projects and other subsequent promotional media. Will lead a committee to create AASU's annual booklets.

Please answer the following questions in 150-250 words.

Why are you applying for AASU executive board, and what past experiences have prepared you to be successful if you are selected?



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Please provide a minimum of three goals you have for the position, and a detailed description of how you plan to accomplish each.

- 1.
- 2.
- 3.

What is one APIA (Asian Pacific Islander American) issue that concerns you, and why?
How do you wish to address this specific issue?

Being a part of an executive board involves more than completing the requirements of the job description. In your own words, what does being a member of an executive board mean to you?

For any additional questions regarding this application, feel free to contact fsuaasu.director@gmail.com.