



**FLORIDA STATE UNIVERSITY**  
**WOMEN STUDENT UNION**

Name: \_\_\_\_\_

FSU Email: \_\_\_\_\_

Phone: \_\_\_\_\_

**Please indicate which position(s) you are applying for by placing a 1,2, or 3 next to the position, with 1 being your most preferred:**

Roles and Responsibilities of E-Board

Director of Administration \_

- The role of D.O.A is to keep accurate records of all Executive Board meeting minutes. It is her duty to relay any relevant information back to the Board, Advisor (such as any co-sponsorships). She must also act as a liaison between WSU board and the current Student Body Vice President when requested. Additionally, it is her duty to submit and confirm room reservations for events, programs, workshops, and meetings and handle necessary permits and contracts for events and programs.

Director of Finance \_

- The role of the D.O.F is to keep update to date records of the expenses WSU. It is also her responsibility to submit all purchase request needed for the agency. The D.O.F is responsible for working with the Director in creating and presenting a budget presentation to advocate for funding for the next academic year.

Historian \_

- The duties of historian include taking photographs at all Women Student Union events to include in an "end-of-the-year" scrapbook. She is expected to create a physical scrapbook and a digital copy of a scrapbook that can be burned on a DVD. It is also the responsibility of the historian to create "HerVoice" which is Women Student Union's end of the year magazine.

Membership Coordinator \_

- The roles of the membership coordinators include working with the Director and Assistant Director to plan the fall semester retreat for the Executive Board. They are also responsible for planning and executing at least one general body meetings per month. The membership coordinators must plan at least one internal/bonding event for the members of WSU. They must also work together to think of creative ways to actively recruit members and work with the Assistant Director to manage recruitment outreach.

External Affairs Coordinator \_



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- The duties of External Affairs Coordinator include planning at least one community service event per month. They must also host one Coffee Talk Dialogue per month. It is the duty of EAC to ensure that WSU is involved in various campus events such as Homecoming, Relay for Life, Light the Night, and any other events that deems fit.

Political Action \_

- Research on-campus events, local events, national initiatives and other important political matters pertaining to women that WSU can partake in. She must work with local officials to maintain and establish relations. She must also work with the PRC to publicize political involvement opportunities for active members and students to participate in. It is her responsibility to ensure that students also are given resources to be educated in relevant political matters affecting women.

Public Relations Coordinator \_

- Work closely with the Student Publications to design flyers and banners for events and programs. This person will maintain the social media sites (Twitter, Facebook, and Instagram accounts) and work to market the agency through innovative ways. Write, recruit writers for articles, and edit the Women Student Union newsletter and publish it on the website on a biweekly basis throughout the year. It is the duty of PR to communicate with Ben Young to ensure the WSU website is always up to date and represents the progress of WSU.

Women's History Month Coordinator \_

- The role of the coordinators is to plan the events for Women's History Month in March. The signature events that Women Student Union host each year is WHM Conference, Ladies Legacy Banquet, two movie screenings, vagina monologues showing, a physical education event, coordinate the book talk, and work with the membership coordinators to plan a GBM. It is also their responsibility to invite campus coordinator and OWL affiliates to weekly WHM planning meetings in the later Fall and Spring semester.

OWL Coordinator \_

- The OWL coordinator manage the Organization of Women Leaders Program and the affiliation process. She must create and manage a database with contact information for on-campus organizations devoted to issues relating to the empowerment women. She must also keep an updated the bulletin board with information from OWL affiliates. She must work closely with Ben Young to actively update the OWL section of the WSU webpage and update the calendar that will be posted in the Women's Center with any OWL events.

