



**Thank you for your interest in applying to the Women Student Union Executive Board.
Applications are due no later than 5pm on the respective due date:**

March 10th for the Director and Assistant Director positions

March 27th for all other executive board applications.

Name: _____ E-mail: _____ Phone: _____

Please rank the three positions you are interested in. Simply write the number 1 (for most interested) in the blank, followed by 2, and 3. If you would only like to apply for two positions, only rank two options. If you are only interested in one position, simply write the number 1. Please note, if you are chosen, you will only hold one position. Each position is followed by a detailed description but is not limited to what is described

Director _____

Responsible for the efficient and effective operation of the Women Student Union. Shall execute decisions on policy, procedure, and activities assigned to the Executive Board, provide a set of specific guidelines to each e-board member, and delegate responsibilities to the Executive Board.

Assistant Director _____

Exercise the authority and duties of the Director in the absence of the Director. Sign official documents along with the Director as required in his/her respective capacity. Maintain a record of schedule office hours and their completion.

Director of Administration _____

Record minutes at all Executive Board meetings and relay the information to the Board, Advisor, and Student Body Vice President. Submit and confirm room reservations for events, programs, workshops, and meetings. Handle necessary permits and contracts for events and programs.

Director of Finance _____

Work with the Director to manage financial matters of the agency. Must be willing to undergo financial certification with the SGA Accounting office.

Historian _____

Document all Women Student Union events through photography and/or video. Work with the Public Relations Coordinator to upload the pictures and/or video of events to social media sites.

Political Action Coordinator _____

Research on-campus and local events, national initiatives and issues, and other important political matters pertaining to women. Publicize political involvement opportunities for active members and students to participate in.

Thank you so much in your interest in Women Student Union's Executive Board. If you have any questions or concerns, please e-mail fsuwsudirector@gmail.com and CC fsuwsuadirector@gmail.com. We look forward to reviewing your application.



Public Relations Coordinator _____

Work closely with the Historian and Student Publications to design flyers and banners for events and programs. This person will maintain the social media sites (WSU Website, SGA, Twitter, Facebook, and Instagram accounts) and work to market the agency through innovative ways. Write, recruit writers for articles, and edit "The Voice," which is the Women Student Union newsletter and publish it on the website at least twice a semester.

Membership Coordinator _____

Work with the Director and Assistant Director to plan the fall semester retreat for the Executive Board. Responsible for tabling with committee members during Market Wednesday. Find alternative ways to actively recruit members and work with the Assistant Director to manage recruitment outreach.

External Affairs Coordinator _____

Develop programming events for Women's History Month to take place during the Month of March. Find co-sponsorships for programming events with women-centered organizations and departments. Attend various events or meetings of other women's centered organizations and campus departments to develop relationships.

OWL Coordinator _____

Manage the Organization of Women Leaders and the affiliation process. Create and manage a database with contact information for on-campus organizations devoted to issues relating to women. Update the bulletin board with information from OWL affiliates. Include the organizations' meetings and events on the OWL. Calendar that will be posted in the Women's Center and on the website.

Thank you so much in your interest in Women Student Union's Executive Board. If you have any questions or concerns, please e-mail fsuwsudirector@gmail.com and CC fsuwsuadirector@gmail.com. We look forward to reviewing your application.



Please answer the questions below in 250-300 words.

1. Include activities and organizations, academic honors, and other qualifications. A resume is preferable.

2. What do you believe the purpose and goal of a woman's organization on a college campus should be? Why do you think the work performed by a campus woman's organization is important?

Thank you so much in your interest in Women Student Union's Executive Board. If you have any questions or concerns, please e-mail fsuwsudirector@gmail.com and CC fsuwsuadirector@gmail.com. We look forward to reviewing your application.



3. How can you personally contribute to the mission and success of the Women Student Union? What do you hope to accomplish during your time within the Women Student Union? Please list specific examples.

Applications are due no later than 5pm on the respective due date:

March 10th for the Director and Assistant Director positions

March 27th for all other executive board applications.

***Please attach this document to the SGA Application once complete. You will also need to complete the SGA Application in its entirety!**

Thank you so much in your interest in Women Student Union's Executive Board. If you have any questions or concerns, please e-mail fsuwsudirector@gmail.com and CC fsuwsuadirector@gmail.com. We look forward to reviewing your application.