



Women Student Union FLORIDA STATE UNIVERSITY

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

___ **Secretary**

The role of the Secretary is to keep accurate records of all Executive Board meeting minutes. It is their duty to relay any relevant information back to the Board, Director Team, and Advisor. Additionally, it is their duty to submit and confirm room reservations for events, programs, workshops, and meetings and handle necessary permits and contractual processes. The Secretary will take attendance at all WSU events and may be asked to work on necessary contracts for events and programs. The Secretary is responsible for maintaining the WSU calendars for both the executive board and general public. The Secretary should also be financially certified and be prepared to submit Purchase Requests and assist with the financial needs of the WSU.

___ **Treasurer**

The role of the Treasurer is to keep update to date records of the expenses WSU. They must be financially certified and have a good understanding of the budget manual. It is also their responsibility to submit all purchase requests needed for the agency. The Treasurer is responsible for working with the Director in creating and presenting a budget presentation to advocate for funding for the next academic year.

___ **Membership Coordinator**

The Membership Coordinator is responsible for planning and executing a minimum of 3 general body meetings per semester. The Membership Coordinator is also responsible for working with the PR Coordinator to release a monthly newsletter to the Nole Central roster, as well as regularly maintain this roster. They are responsible for thinking of new and creative ways to retain current members as well as manage recruitment outreach, as well as serve as the point-person for Market Wednesdays. They may create and oversee a committee.



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External Affairs Coordinator

The responsibility of the External Affairs Coordinator is to organize and oversee all co-sponsored events as well as WSU involvement in Florida State University events, such as Homecoming, Relay for Life, The BIG Event and Light the Night. It is also the duty of the External Affairs Coordinator to host "Let's Talk" events to promote professional development. The External Affairs Coordinator is also the point of contact for communication with other SGA agencies and entities, as well as the greater Tallahassee community. They are also expected to hold at least 2 community service events throughout their term, and organize at least 1 product drive.

Political Action

It is the Political Action Coordinator's duty to research on-campus events, local events, national initiatives and other important political matters pertaining to womxn that WSU can partake in. They must work with local officials to maintain and establish relations. They must also work with the PRC to publicize political involvement opportunities for active members and students to participate in. It is their responsibility to ensure that students also are given resources to be educated in relevant political matters affecting women. They will release political updates in the monthly newsletter, and are responsible for creating and releasing political statements if needed.

Public Relations Coordinator

The PR Coordinator will 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. They will write and edit the Women Student Union newsletter and collaborate with the Membership Coordinator. It is the duty of PR to communicate with Ben Young to ensure the WSU website is always up to date and representative of the progress of WSU.

Historian

The duties of historian include taking photographs at all Women Student Union events to include in an "end-of-the-year" scrapbook. It is their sole responsibility to create this scrapbook. It is also the responsibility of the historian to create and execute the release of "HERVoice" which is Women Student Union's end of the year magazine.



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___ Design Coordinator

The Design Coordinator is responsible for all of the graphic designs of the Women Student Union. They are responsible for crafting an aesthetic or brand guide for Instagram, and creating all posts for social media. The Design Coordinator is also responsible for the design and execution of all merchandise that the WSU distributes and creates.

___ Women's History Month Coordinator

The role of the WHM Coordinator(s) is to plan the events for Women's History Month in March. They are responsible for creating an engaging and manageable calendar of events for March. They will create a committee and chair this committee, giving them the resources necessary to assist in the execution of events, as well as coordinate executive board members to run their own event in March.

___ OWL Coordinator

The OWL coordinator manages the Organization of Women Leaders Program and the affiliation process. They must create and manage a database with contact information for on-campus organizations devoted to issues relating to the empowerment of women. They must also update the bulletin board with information from OWL affiliates, that will be displayed in the WSU Agency Space. They must work closely with Ben Young to actively update the OWL section of the WSU web page and create an OWL Calendar, as well as put OWL events into the newsletter.

___ Programming Coordinator(s)

The role of the Programming Coordinator(s) is to execute GBMs, Let's Talk events, and general events for the WSU community to participate in. They are responsible for tabling during Market Wednesday in the absence of the Membership Coordinator. They are responsible for tabling during involvement fairs and other tabling activities. They are expected to hold at least 2 events every semester.