

Eastman Students' Association Executive Board Positions:



President of the Students' Association:

The President acts as the chief administrator and representative of the Eastman Students' Association by upholding orderly and democratic procedures while presiding over all meetings of Students' Association Council, ensuring that all decisions, projects, and recommendations authorized by Students' Association are carried out. The President is also empowered to call special meetings of the Students' Association Executive Board at any time, Students' Association Council in urgent situations, and the Eastman Student Body with approval of the Students' Association Council under the name of Eastman Students' Association. The President and Vice President must run as a pair.

In order to be eligible for this position, you must be a full-time junior or senior during the next academic year with Eastman as your primary campus. Furthermore, you must have held a position of leadership with an Eastman affiliated organization, and attended at least three Students' Association meetings in the past year. Additionally, it is strongly recommended that you have held an active role in Students' Association. Skills necessary for this position include interpersonal skills, the ability to delegate tasks, pro-activeness, and public speaking skills.

Vice President of Student Organization Management:

Besides assisting the President in the executing of Presidential duties (enumerated above), the Vice President of Student Organization Management is responsible (in conjunction with the Office for Student Activities) for all group management, group creation, and physical property of the Eastman Students' Association. The Vice President of Student Organization, in the event of the President's absence or resignation, assumes the duties of the President. The Vice President of Student Organization may also call a meeting of the Executive Board at any time. The President Vice President of Student Organization must run as a pair.

In order to be eligible for this position, you must be a full-time junior or senior student during the next academic year with Eastman as your primary campus. It is also required that you have held an active role in a student organization at Eastman and recommended that you have held an active role with Students' Association. Furthermore, candidates must have attended at least three Students' Association meetings in the past year. Skills necessary for this position include interpersonal skills, the ability to delegate tasks, pro-activeness, and public speaking skills.

Vice President of Communications:

The Vice President of Communications records the minutes (detailed notes) of all Eastman Students' Association Council meetings, and ensures that these minutes are made available to all members of the body in a timely fashion (within three business days). Furthermore, the Vice President of Communications maintains a current list of all Eastman Students' Association Council members and keeps the list up-to-date. The Vice President of Communications also keeps attendance at all Eastman Students' Association Council meetings, and issues notices and warnings resulting from various attendance situations and/or problems. The Vice President of Communications may also call a meeting of the Executive Board at any time.

In order to be eligible for this position, you must be a full-time undergraduate student with Eastman as your primary campus and you must have attended at least one Students' Association meeting in the past year. Skills necessary for this position include interpersonal skills, pro-activeness, diligence, attention to detail, and electronically taking notes quickly and accurately.

Vice President of Finance:

The Vice President of Finance of Eastman Students' Association Executive Board is responsible (in conjunction with the Office for Student Activities) for keeping track of the budgets and financial decisions of all student organizations. This includes keeping up-to-date financial spreadsheets, recording and assisting with the disbursement of funds, serving as a financial coordinator between the Eastman Students' Association Council and the Office for Student Activities, and enforcing funding guidelines and policy amongst the various Student Organizations. Lastly, The Vice President of Finance works with The Executive Board and the Office for Student Activities to formulate budgets for all Student Organizations. The Vice President of Finance may also call a meeting of the Executive Board at any time.

In order to be eligible for this position, you must be a full-time undergraduate student with Eastman as your primary campus and you must have attended at least one Students' Association meeting in the past year. Skills necessary for this position include interpersonal and record keeping skills, pro-activeness, a working knowledge of Excel, and attention to detail.

****NOTE – Due to participation, the requirement for have attended Students' Association meetings have been reduced to one for the President and Vice President. Next year, the requirement will return to three. If there are any questions about this, please see Austin Curtis in the Office for Student Activities****