

Global Connections
2007-2008 Leadership Team
Application

Please print clearly

First and Last (family) Name:

SMU Student ID Number:

Local Address:

Local Phone Number:

SMU E-mail address:

Major:

Level of study (undergraduate or graduate):

Cumulative Grade Point Average: _____

Are you currently in good standing with the university? _____

Please indicate the position(s) you are interested in:

____ President

____ Chair of Advertising & Public Relations

____ Vice-President

____ Chair of Programming

____ Treasurer

____ Secretary

Please answer the following questions:

1. Why are you interested in the specific position(s) mentioned above and what skills do you bring to such position(s)?

2. Why do you think you would be a good addition to the Global Connections Leadership Team?

3. What do you hope to gain from this experience if chosen for the Leadership Team?

Please see below for information about the responsibilities for each of the positions listed above.

The President

- Executive power shall be vested in the President.
- The President shall be the presiding officer and the conductor of all Global Connections Leadership Team meetings.
- The President shall be the official representative of the organization.
- The President shall fulfill (or delegate to other officers) the duties and responsibilities of any Leadership Team member if that individual fails to perform them.
- The President shall attend all events sponsored or co-sponsored by the organization
- The President shall attend all Leadership Team meetings.
- The President's term shall be for 1 academic year.

The Vice-President

- The Vice-President shall assist the President.
- The Vice-President shall be the presiding officer and the conductor of all Global Connections Leadership Team meetings in the absence of the President.
- In the event of a vacancy for the office of President, the Vice-President shall succeed the President for the remainder of the term. The President shall then appoint a new Vice-President with recommendations from the Leadership Team and approval from the advisor.
- The Vice-President shall attend all meetings of the VP Council.
- The Vice-President shall attend meetings in the absence of the President.
- The Vice-President shall attend all events sponsored or co-sponsored by the organization
- The Vice-President shall attend all Leadership Team meetings.
- The Vice-President's term shall be for 1 academic year.

The Treasurer

- The Treasurer shall prepare and formally present the budget for the upcoming year in February to the Student Senate.
- The Treasurer shall conduct all financial affairs and maintain strict financial records.
- The Treasurer shall be prepared to display all financial records upon request.
- The Treasurer, in agreement with the adviser, shall disperse all funds through the check request process for all events sponsored or co-sponsored by Global Connections.
- The Treasurer shall attend all events sponsored or co-sponsored by the organization
- The Treasurer shall attend all Leadership Team meetings.
- The Treasurer's term shall be for 1 academic year.

Chair of Advertising & Public Relations

- The AD/PR Chair shall coordinate and implement all possible ways to publicize each event sponsored or co-sponsored by Global Connections.
- The AD/PR Chair shall be a liaison between Global Connections and other student organizations.
- The AD/PR Chair shall coordinate our participation with Involvement Fair during the Fall and Spring semester.
- The AD/PR Chair shall serve as the Leadership Team representative during International Student Orientation.
- The AD/PR Chair shall attend all events sponsored or co-sponsored by the organization
- The AD/PR Chair shall attend all Leadership Team meetings.
- The AD/PR Chair's term shall be for 1 academic year.

Chair of Programming

- The Programming Chair shall coordinate and implement social, cultural, and educational events or programs during the academic year on behalf of the organization.
- The Programming Chair shall be responsible for organizing entertainment, food/beverages, the location, and supplies for major events or programs sponsored or co-sponsored by the organization.
- The Programming Chair shall be responsible for managing the appropriate funds for each event or program sponsored or co-sponsored by Global Connections in collaboration with the Treasurer.
- The Programming Chair shall attend all events sponsored or co-sponsored by the organization
- The Programming Chair shall attend all Leadership Team meetings.
- The Programming Chair's term shall be for 1 academic year.

Secretary

- The Secretary shall record the minutes of all meetings for Global Connections and keep typed copies on file
- The Secretary shall disperse the minutes following all meetings in a timely manner to the Leadership Team members
- The Secretary shall be responsible for updating all organization information
- The Secretary shall manage all correspondence for Global Connections and check the mailbox weekly that is located in the Student Activities Center.
- The Secretary shall attend all events sponsored or co-sponsored by the organization
- The Secretary shall attend all Leadership Team meetings.
- The Secretary's term shall be for 1 academic year.

Please contact Todd Chiscano at chiscano@smu.edu if you have any questions about the Leadership Team application. This form is due by **Tuesday, May 1st** to Todd Chiscano in 216 Blanton. Candidates will be contacted for a personal interview.