



AZTEC STUDENT UNION BOARD

2014 – 2015 Standing Committee Chair APPLICATION

PART I: CONTACT INFORMATION

Name:

Cell Phone:

E-mail:

Major/Minor:

Class Standing:

Expected Graduation (month/year):

PART II: YOUR RESUME

Please submit a 1 page resume highlighting your previous work experience, leadership experience, volunteer experience, involvement at San Diego State University, awards/honors, skills, etc and anything else you think would showcase your success in this position.

PART III: CHOOSE YOUR TOP THREE (3) STANDING COMMITTEES

- 1.
- 2.
- 3.

PART IV: SUPPLEMENTAL QUESTIONS (please attach separate document to application)

1. What is your vision and goals for your position/Committee?
2. What is your dream event in the Union? Please walk us through the process of how you would execute this event, including marketing strategies.
3. What is it about the Standing Committee Chair position that interests you the most and what do you hope to get out of this experience?
4. How do you plan to recruit, motivate, and retain Committee members?
5. Why are you the best candidate for this position?

*Thank you for your interest in the Aztec Student Union Board! Once your Application has been submitted, you will be contacted for an interview with the ASUB Executive Committee. **If chosen as next year's Chair, you must attend a MANDATORY Transition Retreat on Friday, May 2, 2014 from 10:00am – 2:00pm.** Please contact the ASUB Commissioner at asub.commissioner@mail.sdsu.edu if you have any questions.*

[Applications are DUE to Associated Students, Union Suite 320, by 4:00pm on Friday, April 18, 2014]

2014 – 2015 ASUB Standing Committee Chair Descriptions

Aztec Nights: The Aztec Nights Committee will work closely with the Aztec Nights Programming Committee to plan vibrant campus nightlife events with fun, social opportunities for all SDSU students throughout the year.

Aztec Pride: The Aztec Pride Committee will be responsible for collaborating with various departments on campus to put on events to promote Aztec Pride throughout the year. Additionally, the Chair will plan and execute Homecoming in the Fall as well as plan the Student Team Competition events for GreenFest in the Spring.

***GreenFest:** The GreenFest Committee organizes and executes GreenFest events in the Spring semester in an effort to promote sustainability, diversity, and Aztec Pride. **There is a separate application and interview process for the GreenFest Chair and Vice Chair positions with the GreenFest Committee. Please contact greenfest@mail.sdsu.edu for specific details.**

Leadership: The Leadership Committee will plan, coordinate, and execute professional development series as well as assist with member recruitment, and facilitate morale activities within the board. In addition, this Committee will be tasked with seeking involvement within the ACUI and NACA organizations.

Marketing: The Marketing Committee will focus on marketing, media, and public relations for the board as well as the recruitment and retention of committee members. The respective Chair will also collaborate with A.S. Graphics on print & web requests, as well as connect with all of the other Committee Chairs on helping promote their events.

Music & Entertainment: The Music & Entertainment Committee will work on planning concert and showcase series events throughout the year. This Committee also plays an active role on the GreenFest Committee.

Special Events: The Special Events Committee will coordinate and/or collaborate with outside companies, campus departments, and student organizations to bring cultural, educational, and social events to the SDSU campus community. The committee is tasked with novelty programming such as comedians, speakers, etc.

ASUB Standing Committee Chair Responsibilities

- Attend **mandatory Summer Board meetings** to create goals, research events, and set the year's calendar.
- Attend mandatory weekly Board meetings on **Mondays from 12:00pm – 2:00pm** in the Fall and Spring, and give full report on the progress of the Committee's events, initiatives, etc.
- **Appoint a leadership team** within your Committee to help plan and execute the overall goals of the Committee.
- Hold **weekly Standing Committee meetings** once a week (time and place determined by the Chair) to plan, delegate, and execute events.
- Send **unofficial minutes/notes** to the Commissioner and Advisors by the given deadline.
- Attend all **ASUB retreats, training sessions, and professional development events**.
- **Set and develop Committee goals** prior to the beginning of the year to be approved by the Commissioner and executed with the help of the Board.
- Plan and successfully execute **at least five (5) events per semester**.
- Meet with your **respective ASUB Programming Assistant** on a weekly basis regarding event progress, and meet with the Commissioner as deemed necessary.
- Create and **maintain a budget** within your Committee.
- Save all documents on the Shared Drive and in your Transition Binder (and flash drive) for documentation purposes.
- **Work closely with the Marketing Chair** to ensure proper promotion and marketing of events.
- Submit a **Post Event Evaluation** and include pictures following your events.
- Submit **Semester Reports for both the Fall and Spring semesters** to the Commissioner.
- Commit to **at least two (2) office hours per week** outside of meetings for preparation, organization, communication, etc purposes.
- Attend a minimum of **two (2) other events programmed by another Standing Committee** each semester.

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