**UC San Diego AIAA Board member application 2011-2012**

Please consider running for the following board positions for the upcoming school year 2011-2012. It is a great way to become involved with the Aerospace community as well as with UCSD. It is a good opportunity to be a part of the management side and event planning. Being a part of this distinguished board is respected by many professionals and employers.

Please rank the positions you would like to run for with 1 being your first choice. Even if you are unsure about running for a position still rank which you might be interested in and we will send out more information in an email.

\_\_\_\_ Chairperson \_\_\_\_ Secretary \_\_\_\_ Program Coordinator 1

\_\_\_\_ Vice Chairperson \_\_\_\_ Treasurer \_\_\_\_ Program Coordinator 2

Write a brief description about yourself like your interests, your year, and clubs/projects you have been involved in. Also write why you are interested in running.

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\*\*\*Note: If you are not able to turn application in at the end of the GBM, please email response to Andrea Wong at [arwong@ucsd.edu](mailto:arwong@ucsd.edu) by Sunday April 10th. We will send out an email about elections shortly after.

Brief descriptions:

1. Chairperson-head manager of the AIAA-s board and acts as a liaison between the student branch and professional relations. Responsibilities: presiding over all meetings, attending section meetings of the professional AIAA, publish weekly newsletters.
2. Vice Chairperson-assistant to the Chairperson acts as a liaison between the student branch and TESC. Responsibilities: reporting to both organizations relative information and event updates, reserve meetings, absence of the Chairperson, the Vice Chairperson will assume the Chairperson’s duties
3. Secretary- Responsibilities: record board and general body meetings, manage email list, maintain current information on AIAA website, organizing information of AIAA members.
4. Treasurer- Responsibilities: maintaining and reporting on the current finances, dispersal of funds, and preparing an initial budget and end of year report.
5. Program Coordinator(s)- Responsibilities: organization, publicity, and implementation of AIAA-s events and activities, which includes but is not limited to: tours, presentations, seminars, conventions, TESC events, community service, and social events, organizing a minimum of one (1) program per academic quarter.