

SEARCH FOR BULSU-OSO EXECUTIVE BOARD

EXECUTIVE BOARD JOB DESCRIPTIONS AND FUNCTION

CHAIRMAN

1. To be the Chairperson and Chief Executive Officer of the BulSU-OSO Executive Board.
2. To enforce the provisions of the Board's Constitution and its By-laws
3. To be the official spokesperson of the Executive Board at any function, meeting or assembly
4. To act as the official representative of the Board and the official overseer of its affairs
5. To preside over the meetings of the Executive Board
6. To call for meetings of the entire Executive Board or any part thereof as necessary
7. To coordinate with the recognized Student Organizations on behalf of the Executive Board
8. To submit a semestral report on the state of the Executive Board to the Community of Student Organizations.

VICE-CHAIRMAN

(1-University Wide, 1-College-Based, 1- per Campus: (1) Bustos, (1) Meneses, (1) Hagonoy, (1) Sarmiento)

1. To take charge of the administrative affairs of the Executive Board by assisting the Chairman of the Board
2. To assume the responsibilities of the Chairman if the Chairman is absent or incapacitated
3. To formulate and execute general and specific policies, programs, and projects of the Executive Board
4. To ensure fair and effective representation in all University Wide, College-Based and Campus Organizations whose activities and decisions concern the welfare of the students
5. To perform such other functions the Board or the Chairman may so direct

HEAD OF COMMITTEE ON RECORDS

1. To be the official custodian of all records and papers of the Executive Board
2. To serve notices and take charge of the correspondence of the Executive Board
3. To disseminate information about the activities and affairs of the Executive Board
4. To prepare the agenda of meetings of the Board after due consultation with its members
5. To perform such other functions the Board or Chairman may so direct

HEAD OF COMMITTEE ON EXTERNAL AFFAIRS

1. To formulate extra-mural or off-campus projects and programs
2. To coordinate extra-mural or off-campus projects and programs on behalf of the Executive Board
3. To perform such other functions the Board or Chairman may so direct
4. To have external relations, are all managing relationships with Office of the Student Organizations external stake holders.
5. Assigned for the corporate partners, media relations, public relations and others.

HEAD OF COMMITTEE ON FINANCE

1. To be the Board's budget officer and disbursing officer of funds
2. To assist the Chairman in the implementation of the Board's Code of Financial Procedures
3. To prepare the semestral budget of the Board
4. To keep detailed records of all expenditures of the Board
5. To disburse the funds at the direction of the Board
6. To deposit and withdraw money in the name of the Board
7. To render a financial statement of the Board every semester and to make public monthly reports on its expenditures
8. To perform such other functions the Board or Chairman may so direct

HEAD OF COMMITTEE ON AUDIT

1. To keep detailed records of all expenditures of the Board.
2. To audit every financial report that was submitted by the Head Committee on Finance.

HEAD OF COMMITTEE ON COMMUNICATION

1. To maintain liaison between the community of student organizations and the Board
2. To coordinate and assist in the implementation of the Board policies and programs in the best interest of all student organizations
3. To perform such other functions the Board or Chairman may so direct

HEAD OF COMMITTEE ON WAYS AND MEANS

1. To be the logistics officer of the Board
2. To perform such other functions the Board or Chairman may so direct

HEAD OF MULTI-MEDIA

1. Leads in the planning and installation of peripheral equipment used by the Executive Board
2. Analyzes, designs, develops, tests and implements multi-media materials, applications and equipment
3. Installs, configures and makes operational personal computers and printers and other equipment on computer network

HEAD OF LEADERSHIP

1. Implements projects that emphasize the role of the youth in nation building and developing refined values inside university.
2. Assign for the leadership thoughts of the events of OSO.

HEAD OF ECONOMIC MOBILITY

1. Assigned for projects that will support Income Generating Projects for an organizations within the university.
2. Exemplified projects for the welfare of the members.

HEAD OF EXTENSION SERVICES

1. To apply knowledge that was garnered from the university to impose it into beneficial extension services.
2. Assign for the special projects for the Student Organizations.

HEAD OF PROGRAM AND INNOVATION

1. To foresee the strategic goals and objectives of the Office of the Student Organizations that will impose.
2. To apply innovative ideas for a certain project of an organization within the university.

HEAD OF ETHICS

1. To promote the rights and welfare of the members of the organizations.
2. To promote fair policies and procedures that maximize potentials of the student leaders.
3. To imply rules and regulations of the office of the student organizations within the university.

APPLICATION REQUIREMENTS FOR THE BULSU-OSO EXECUTIVE BOARD

1. Fill out the application form (available at the OSO secretariat)
2. Applicant must be a bona fide student of Bulacan State University, an officer/member of any recognized student organization who is of good moral standing and is willing to serve unconditionally the community of student organizations
3. Applicant must attached the following papers together with the application form:
 - a) an endorsement letter or a certification of good moral from either Dean, Campus Administrator or Organization Adviser
 - b) Short/Brief résumé of accomplishment as a student leader
4. Applicant must not be a current officer of the Student Government
5. All applicants will undergo an interview
6. Deadline of Submission will be on June 21, 2017.
7. For further inquiries, kindly contact the OSO:
landline (044)760-0302
facebook account: bulsu_oso@ yahoo.com
email add.: osobulsu@gmail.com