

Commuting Students Association

Official Executive Board Application Papers

Must be Filed and Submitted to csalc@fordham.edu by Tuesday, April 14th at 6:00 PM.

Elections Held: April 16th, 2020 at 11:30 am

“Executive Board” and “E-Board” are used interchangeably in this document and refer to the combination of the following positions:

1. President
2. Vice President
3. Advertising Coordinator
4. Secretary
5. Programming (Program) Coordinator
6. Treasurer

Expectations: Members of the Executive Board are required to prioritize their responsibilities to CSA outside of class. Being on the E-Board requires dedication and time commitment. While every position has its own unique roles, all E-Board members are **mandated** to work together as a **team**. The E-Board is not simply, “perform your position’s job”, but it is more of a collaborative effort, meaning, “not listed in my roles and responsibilities” is not an excuse. Each position (e.g. Treasurer, Program Coordinator, etc.) has a set of PRIMARY responsibilities which they must satisfy. In addition to the primary responsibilities, each member needs to PITCH IN during all meetings and be available outside of school hours for certain projects.

Prerequisites to run for an E-Board Position:

- 1) President: Must have served as an E-Board member on the CSA E-Board prior to running for President.
- 2) Vice President: Must be a senator. Experience with and understanding of programming on campus is *recommended*.
- 3) Secretary: Must be a senator. Preferably have an electronic note-taking device to bring to every meeting. Appreciation and knowledge of MailChimp for sending out emails *highly recommended*.
- 4) Treasurer: Must be a senator. Working appreciation and knowledge of Excel are *recommended*. MUST BE AVAILABLE FOR SABC MEETINGS. USUALLY BI-WEEKLY ON WEDNESDAY, 2:30- 5:15 PM, AND TWICE A SEMESTER FROM 2:30 – 9 PM.
- 5) Advertising Coordinator: Must be a senator. Working appreciation and knowledge of Canva, Photoshop or other photo-editing, or poster-making software *highly recommended*.
- 6) Program Coordinator: Must be a senator. MUST BE AVAILABLE DURING AT LEAST TWO CREDIT CARD HOURS every week: Mondays (2:30 pm-5 pm) and Mondays through Fridays (10 am-12 pm). NO EXCEPTIONS TO THIS RULE.

Complete the Following Application. Note: You can only apply to one position. Follow all directions!

2020-2021 CSA E-BOARD APPLICATION

Thank you for choosing to apply to the CSA E-Board! Parts A, B, and C of the application should be typed and completed in one document. All applications are due at 6:00 PM on Tuesday, April 14, 2020. It should be emailed to csalc@fordham.edu.

PART A:

Your Full Name:

Your Class Year (Circle one): 2021 2022 2023

Your Email Address:

Where do you commute from:

What E-Board position are you running for (Choose one):

☐ President ☐ Vice President

☐ Treasurer ☐ Secretary

☐ Program Coordinator ☐ Advertising Coordinator

PART B:

Please answer the following questions:

- 1) Why do you want to be a member of the 2020-2021 CSA E-Board?
- 2) Why do you want to run for this specific position?
- 3) What experience do you have that qualifies you for this position?

4) Because CSA is one of three branches of student government at Fordham, having an e-board position in this club requires dedication and time commitment. What other commitments do you have next semester? (This includes any work, other club responsibilities, etc.)

PART C:

Please answer the question that pertains to the position you are running for:

If you are running for President...

Being the President of CSA involves handling multiple responsibilities and coordinating with the e-board at the same time. How would you handle dividing the tasks and communicating with the rest of the e-board to make sure they know what they're supposed to be doing before and during large scale events like Urbanight?

If you are running for Vice President...

The VP is in charge of CSA's senator program. What would you do and what activities would you implement to ensure that senators stay active members of CSA? If a senator has not been fully engaged in CSA, how would you handle this situation?

If you are running for Treasurer...

The CSA Treasurer holds a seat on the Student Activities Budget Committee (SABC). These meetings are every other Wednesday from 2:30 pm until about 5 pm and you should be free during this time. If CSA wanted to plan a coffee break that totaled to about \$800, but the club only had \$500, how would you go about lowering our costs?

If you are running for Secretary...

Please create a sample email that you would send out to the CSA email list inviting everyone to our first meeting. What would you say in the email and why would it be effective? Explain your reasoning in a brief paragraph.

If you are running for Program Coordinator...

With a budget of \$400 (including tax and tip), please plan a CSA coffee break using legitimate menus from places that deliver to Fordham LC. Be sure to include a menu and prices for the food you order. You can get as creative as you want with this, so you can also include a theme and/or an activity that you have in mind.

If you are running for Advertising Coordinator...

Please create a flyer for Midday Breakfast. You may also want to explain your advertisement and your creative choices in a brief paragraph.

Congratulations on applying to the CSA E-Board! If you have any questions regarding the application or the individual E-Board positions, feel free to email csalc@fordham.edu or to contact any of the current E-Board members. We wish you the best of luck during elections!