

关于 **MCSA E-board**

Note: All E-Board members are required to attend MCSA's weekly meeting.

Logistics Chair

Responsibilities:

1. Create and maintain an inventory of MCSA possessions
2. Create checklists for MCSA events
3. Assist Co-presidents in event planning

Skills:

1. Highly organized
2. Attentioned to details
3. Basic knowledge of Excel (or any other spreadsheet applications) preferred

Events Vice-Chair

Responsibilities:

1. Plan and organize a series of events including Taste of China, Culture Show, etc.
2. Facilitate and coordinate with other club members.
3. Able to deal with any crisis that may arise during events.

Skills:

1. Enthusiastic about event planning
2. Able to multi-task
3. Detail-oriented

Publicity Vice-Chair

Responsibilities:

1. Represent MCSA and publicize its events throughout the year
2. Assist Philip and Jessie to design posters, quarter cards and logos
3. Maintain and update our websites and online pages

Skills:

1. Devoted and enthusiastic to MCSA
2. Basic design background (for example, Photoshop, InDesign and Illustrator) preferred
3. Creativity

Assistant Secretary

Responsibilities:

1. Take weekly E-Board meeting minutes
2. Prepare event marketing materials with Publicity chairs
3. Assist Co-presidents in event planning

Skills:

1. Strong writing skills in Chinese and English
2. Dedicated to MCSA
3. Multi-tasking and flexible with responsibilities

Everyone is encouraged to apply. However, please note that if you are a Freshman and are interested in applying, you will also be acting as the representative of your class, and will be responsible of keeping the Freshman class updated about our events and activities.

Being on the MCSA E-Board is a great way to get involved with the club, to get experience with teamwork and leadership, and of course, to meet awesome and dedicated people.