

SAWMBA General Body Meeting – Feb 3, 2011

Thank you for joining us! Please see below to learn more about each position on the SAWMBA board and our upcoming election process.

SAWMBA Board Positions

The President:

- Plans and manages meetings.
- Organizes and coordinates events.
- Manages the relationship with the National Association of Women MBAs .
- Acts as a contact person to outside organizations.
- Makes sure that events achieve their purpose.
- Partners with the board member leading the event.
- Communicates with outside organizations who are interested in partnering with SAWMBA.
- Attends conference calls with the National Association of Women MBAs.

This is a great opportunity to get project management experience, learn how to direct a group of peers, gain leadership experience, and develop your public speaking skills.

Current president: Allison Chesnut, allison.chesnut.mba@gmail.com

The Executive Vice President:

- Serves as second in command or first, in the absence of the President.
- Should be prepared to step in at any point when needed, especially at the request of the President, in order to make sure events are successful.
- Takes the lead on at least one event and will play a vital role in many others.

Time commitment will likely be equal to that of other VP's, but level of responsibility may be greater.

Current Vice President: Shari King, shari.king@rhsmith.umd.edu

The VP of Finance:

- Determines budget projections for the year.
- Submits a proposal to the MBAA as well as supplemental proposals if necessary.
- Pitches DAR for funding requests.
- Informs other board members of the budgets for each event.
- Collects receipts, gets reimbursed from the MBAA, and distributes the reimbursements.
- Coordinates an event, and provides support at all events.

Current VP of Finance: Rachel Oster, oste9750@gmail.com

The VP of Marketing:

- Creates SAWMBA event emails, flyers, and invitations (with support from other members).
- Sends email communication to members and submits events to the MBAA newsletter.
- Maintains SAWMBA contact list and monitors SAWMBA inbox.
- Monitors SAWMBA LinkedIn group.
- Updates website using Microsoft Sharepoint which is available through CITRIX or in the labs.
- Coordinates an event(s), and provides support at all events.

This is a great position for someone who wants to hold an active and dynamic role on the Board and wants to develop their web design and communication skills.

Current VP of Marketing: Laura Lai, laura.lai@rhsmith.umd.edu

VP of Programming and Events:

- Oversees all events aimed at developing the SAWMBA community.
- Is expected to help other members in coordinating details of social affairs and executing events in a successful manner.

Current VP of Programming and Events: Teri-Jean Yang, terijeanyang@gmail.com

The VP of External Relations:

- Creates and maintains an alumni database.
- Organizes professional development events such as speaker events, workshops and career panels.
- Assists the President and any other team members in communications and meetings with Smith staff and outside companies.
- Assists the VP of Marketing, as needed, with maintaining the LinkedIn page and other forms of external communications.
- Coordinates an event(s), and provides support at all events.

Current VP of External Relations: Helen Culbertson, helen.culbertson@gmail.com

EMBA and Part-Time Member:

SAWMBA also has an EMBA member and a Part Time MBA member. These women are crucial links to the EMBA and PT programs, and help in marketing efforts and serve as sounding boards for ideas. They are elected at the beginning of the school year, and are not in charge of any events.

Description of officer positions in the SAWMBA constitution:

SAWMBA will be governed by the following officers:

1.) A President and an Executive Vice President (or other designated officer) will preside at all meetings of SAWMBA.

- The President will maintain the power to appoint all committee chairpersons, shall present all motions to the body present and shall be present at 90% of the meetings of SAWMBA.
- The Executive VP will be available to handle the responsibilities of the President and will also work with logistic planning for NAWMBA and other large-scale events.

2.) SAWMBA shall also maintain a Vice President of Finance who will handle all dues, budgeting, accounts, new members, and will rule observations at state meetings, protocol, etc.

3.) SAWMBA shall also maintain a Vice Presidents of Marketing who will be responsible for organizational communications and social events. In addition, the Vice President of Marketing shall be responsible for the announcement of all SAWMBA meetings and will distribute all publications to members and affiliated groups.

4.) SAWMBA shall also maintain a Vice President of Programming and Events who will program events, and coordinate details of social affairs aimed at developing the SAWMBA community.

5.) SAWMBA shall also maintain a Vice President of External Relations who will create and maintain an alumni database and organize professional development events such as speaker events, workshops and career panels.

6.) The role and duties of the faculty/staff advisor shall include attending meetings, providing counsel to the organization's officers, etc.

7.) The executive officers of the organization must be currently registered graduate students. Further, the President or EVP will be the MBAA Liaison. All officers will be elected in the 2nd semester.

Election Process

Time line: All platforms need to be sent to Allison (allison.chesnut.mba@gmail.com) and Shari (shari.king@rhsmith.umd.edu) by **5pm on Wednesday, February 16th**. Elections are open to all full time students via an online survey. Voting will be open from midnight Wednesday February 16th to midnight on Sunday February 20th. Winners will be announced on Monday, February 21st. (Election results are managed and verified by the MBAA.)

Platforms: Please keep platforms brief.

Who should run: Everyone! If you were not a first year board member, please do not be deterred from running. Thank you for attending today, and please contact any SAWMBA board member with questions. We look forward to reading your platforms! If you would like to review our events or our constitutional, please see our website. <http://www.rhsmith.umd.edu/organizations/sawmba/>