

SCMS Elections 12/8/11

DESCRIPTION OF EXECUTIVE BOARD POSITIONS 2012

VP of Marketing

- Make flyers for all events
- Schedule and host marketing committee meetings
- Manage to-do list and create all marketing materials (brochure, signage, plasma advertisements) for Industry Day
- Come up with & implement new marketing ideas
- Positive recruiting spirit for the club and the major
- Delegate tasks to assistant

Assistant VP of Marketing

- Assist VP Marketing
- Order food for events (get funding form from VP Finance)
- Make tabling schedule
- Make plasmas and send to VP for Industry Day
- Work with Dianne Fox to make changes to the website
- Positive recruiting spirit for the club and the major

VP of Internal Relations

- Maintain SCMS and SCM Alumni listservs
- Send out relevant emails to market scholarship opportunities, employment opportunities, and upcoming events
- Maintain and update membership directory
- Work with VP of Finance to collect dues and keep membership subscriptions up-to-date
- Work with NDTA to coordinate student members to the UMD NDTA student Chapter
- Delegate tasks to assistant

Assistant VP of Internal Relations

- Assist VP Internal Relations
- Take Minutes at officer meeting
- Manage Facebook account (create events & send messages)

President

- Responsible for the club and its success
- Organize, oversee, and delegate tasks to other officers
- Experience with SCMS is preferred
- Attend all SUSA Presidents meetings
- Lead all SCMS officer meetings and club events
- Coordinate Industry Day planning and task delegation

Executive Vice President

- Second-in-command to the president
- Oversee all the VPs on the board
- Preside in president's absence
- Attend SUSA President's meetings in the event that the President cannot make it

VP of Finance

- Maintain bank account (deposit dues)
- Pay for club expenses (Events, supplies)
- Communicate with SUSA's finance committee for funding for events
- Maintain payment for domain name for club's website
- Oversee club budget
- Work with VP Internal & NDTA to ensure payment of members' fees
- Get gifts for company representatives at each SCMS event

VP External Relations

- Establish new relationships and maintain existing relationships with employers
- Organizing three employer events each semester
- Attend career fairs and information sessions to build contact list
- Represent SCMS at bi-weekly SUSA meetings
- Seek new sponsorship opportunities for SCMS
- Delegate tasks to assistant

Assistant VP of External Relations

- Assist VP External
- Create relationships with new employers
- Organize two employer events each semester
- Contact new employers
- Attend SUSA meetings when the Vice President of External Affairs can't