

BECOME A VSA OFFICER 2011-2012

Guidelines for voting:

1. Voting will only take place during the meeting by secret ballot
2. There will be no voting via email
3. Votes will not be accepted after the meeting is adjourned
4. The results of the election will be announced at the VSA End of the Year Banquet, TBA. All candidates for office are expected to attend.

Disclaimer: There will be no write-in candidates during the election, so we urge that you send in your nominations as soon as possible

Here is the list of available officer positions for the year 2011-2012

1. President
2. Vice President – Internal
3. Vice President – External
4. Secretary
5. Treasurer
6. Public Relations
7. Historian
8. Web Master
9. Sports Coordinator

Qualifications for running:

1. Must be currently enrolled at the University of Houston
2. Must be of good academic standing (2.00)
3. Must be a currently paid member of VSA
4. Must have a minimum of 50 active member points.
5. Must be a sophomore when he/she takes office

Note that these are the minimum requirements for nomination. All candidates will be briefed on the officer responsibilities prior to the election.

The election will take place the following General meeting on April 20, 2011. Candidates are expected to present a 2-3 minutes speech arguing why they feel they are the best candidate for that particular officer position. They will be briefed about the content of the speech prior to the election

Qualifications for voters:

1. Must be a currently paid VSA member
2. Must have obtained a minimum of 10 active member points.

Here is a brief description of the duties required of the officer positions:

All officers:

1. Must be knowledgeable of all organizational rules and regulations of the University of Houston
2. Promote unity within the organization
3. Must effectively communicate with fellow officers.
4. Must attend 80% of all executive and general meetings
5. Must be active and present at events they are in charge of.
6. Are responsible for finding a substitute officer if unable to perform a specified duty.
7. Must be mindful of Vietnamese traditions and cultural aspects.
8. It is advised that all officers make checklists to keep up with assigned duties.
9. At the end of the year, it is important that all officers provide templates for future officers to follow. Assist in shadowing new officers.

President

1. Must have been a current VSA officer for 2 subsequent semesters.
2. Display leadership ability.
3. Considers an actions by members that would be most beneficial to the organization.
4. Expand the parameters of the organization.
5. Set up the agenda for the meeting.
6. Upon the next meeting, the President shall delegate the agenda to the Vice President and Secretary of that meeting.
7. Can appoint any member to a committee with fair and equal precedence.
8. Effectively leads the organization as a whole, obeys the will of the majority, and encourages participation within the group.

Vice President – Internal

1. Must have been a current VSA officer for 2 subsequent semesters.
2. Shall be aware of the activities and functions of the President.
3. Upon special election: Will assume all duties and responsibilities of the Presidential office if the current president is incapable of fulfilling the aforementioned requirements.
4. Be knowledgeable of the activities of other student organizations on and off-campus.
5. Assign any postings on coordinated events with other student organizations.
6. Assist the secretary with keeping attendance of all executive meetings, general meetings, events, and activities.
7. Serve as the mediator between University of Houston – Main Campus' VSA and organizations affiliated with the school.
8. In charge of finding, planning, and organizing events with fellow UH organizations.

Vice President – External

1. Must have been a current VSA officer for 2 subsequent semesters.
2. Shall be aware of the activities and functions of the President.
3. Upon special elections: Will assume all duties and responsibilities of the Presidential office if the current President is incapable of fulfilling the aforementioned requirements.
4. Be knowledgeable of the activities of other student organizations on and off-campus.
5. Assign any postings on coordinated events with other student organizations.
6. Assist the secretary with keeping attendance of all executive meetings, general meetings, events, and activities.
7. Serve as the mediator between University of Houston – Main Campus' VSA and organizations from the community as well as other Universities' VSAs.
8. In charge of finding, planning, and organizing volunteer and community service opportunities with outside organizations.

Secretary

1. Demonstrate ability to maintain professional correspondence and representation of the organization.
2. Assist in setting agenda for meetings.
3. Keep an attendance record of all executive and general meetings.
4. Keep an accurate record of the proceedings at each meeting.
5. Keep a permanent file of all records
6. Check organization's email account.
7. Send out meeting minutes within two days of the meeting to members and officers.

Treasurer

1. Keep and organize all financial matters and records (receipts, budgets, bank statements, invoices, etc)
2. Periodically inform the officers and the members of the current financial standing, usage, and dispensing of the organizations' finances.
3. See that funding be appropriated with various funding organizations and VSA events.
4. Will be in check by the president and another elected officer.
5. responsible for reimbursements with proof of purchase

Public Relations

1. Promote, advertise, and recruit members for the organization.
2. See to it that events or activities are properly advertised.
3. Be head of a committee that is engaged in all matters of public relations (newsletters, banners, flyer, posters, etc)
4. In charge of the Member Points System

Historian

1. Obtain visual documentation of events and activities (mostly through camera, but video is also appropriate on occasion)

2. Designate a substitute when unable to attend an event.
3. Create an organize a scrapbook for the organization
4. Will be reimbursed for any club related expense upon proof of purchase (currently does not include the purchasing of cameras or video equipment)
5. Update VSA bulletin board
6. Assist Public relations in creating advertisements for the organization.
7. Create the End of the Year Banquet's slide show.
8. Must own a camera or have access to one.

Webmaster

1. Must have computer experience and knowledge of website design.
2. Maintain the organization's website at www.uh.edu/uofhvsa
3. Retrieve pictures from activities or events taken by the Historian and any other members to crop and upload them to the online gallery.
4. Assist historian in creating the End of the Year Banquet's slide show.
5. Announce all upcoming events and activities on Home page, Event's page, Facebook, Twitter, Xanga website.
6. Will not use the organization's website for personal benefits or gains.

Sports Coordinator

1. Must display knowledge and interest in all sports.
 2. Will keep an updated list of all sporting events at the University of Houston – Main Campus.
 3. Keep up with members that are interested in sports.
 4. Sign up members for the sport at the UH Rec Center.
 5. Update members of practices.
 6. In charge of social events/gatherings assisted by Public Relations.
- You will learn when you are an officer, that there are PLENTY of duties that will be assigned to you that may not be listed under your job description. Therefore, bear in mind that these duties, and the following prerequisites, are the bare minimum.

Prerequisites of all candidates:

1. Candidates are presumed to have some level of experience with the tasks required of them in the position they are applying to.
 - a. All candidates for the treasurer position must have experience with money handling, bank transactions, balancing accounts, etc.
 - b. All candidates for the Historian position must have experience with photography as well as scrap-booking. It is a requirement that the historian have his/her own camera. You will have until our second VSA scheduled event to procure a camera. Until then, you are STILL responsible for your duties. Borrow one.
2. Candidates must present a short speech on Tuesday during the General Meetings on why they are deserving of the officer positions they're running for. Be as original as you like, but keep it clean and stay on task. The time limit is 2 minutes

per speech. You don't have to talk to whole 2 minutes. You don't have to submit one to us. Just have it ready by Tuesday.

* Keep in mind that we are looking for **HONEST, DEDICATED, COMPETENT, RELIABLE** fellow officers.