

Applications for the 2011-2012 executive board will be available at our next meeting Wednesday March 30th. Below are some of the criteria and relevant information for those who are considering applying:

The following will be required for all members running for an officer position:

- Induction into AED (During or before semester of election)
- Completion of application (Due April 8th)
- A brief 1 minute speech explaining why you deserve the position you are running for (To be given at our last meeting April 13th)
- A short interview with our 2010-2011 executive board (Interviews will be held April 18th 7-9pm)

A list of the available positions and their descriptions are provided below:

President – Responsible for all officers, group members, and the success of all events throughout the year.

Requirement: Previously held officer position and induction

Vice President – Responsible for contacting and booking guest speakers in addition to aiding the president with all duties.

Secretary – Responsible for attendance at meetings, members points for the year, and timely logging of points on the AED website.

Treasurer – Responsible for all of AED's funds including, but not limited to, membership dues, socials, special events, and induction ceremony.

Historian – Responsible for photographing and documenting all important events, planning socials, and designing/ordering the official AED shirt for the year.

Service Chair – Responsible for providing and announcing community service opportunities to members.

Special Events Chair – Responsible in maintaining special event contacts such Dance Marathon, Relay for Life, Light the Night, etc. and announcing opportunities to members.

Web Master/Communications – Responsible for upkeep of website in addition to sending regular and important announcements for all upcoming meeting and events.

Recommended: Previous experience with web design and computer programming

We look forward to reviewing your application!

Sincerely,

AED Executive Board