

Commuter Student Organization

Executive Board Application

Name:

Student ID:

TU Email Address:

Phone Number:

GPA:

Year of Graduation:

Requirements: All executive board members must attend a mandatory once a week (day and time TBA), meet at least a 2.0 grade point average, and live off-campus or have an interest in commuter relations. If selected for one of the following positions, we strongly advise applicants to attend one to two meetings before the conclusion of the spring 2010 semester. These meetings are held weekly on Monday evenings from 7 to 8 pm in the University Union, Susquehanna conference room.

Please rate your interest in the following positions from 1-5. 1 having the most interest, 5 having the least interest. (A description of each position can be found on the next page)

___ **Director of Programming**

___ **Director of Communication**

___ **Treasurer**

___ **Director of Commuter Advocacy**

___ **Executive Secretary**

On a separate sheet, please type your responses to the following three questions.

1. In a brief paragraph, please describe three qualities that you possess that would be an asset the CSO executive board.
2. Please list all organizations, clubs, sports, etc. and positions in which you have participated at TU.
3. In a brief paragraph, please plan a potential activity for commuter students. Typical activities include barbeques and discussion forums. Include a plan of the activity, materials needed, ideal time and place, as well any other important details.

Director of Programming:

- Coordinate on and off campus events
- Work with the Executive Secretary and the Director of Communications to promote events to the CSO membership and the campus community.
- Coordinate the food for all events, as well as food waivers
- Attend the ECS summit and communicate with ECS.
- Responsible for keeping copies of flyers from all CSO events

Director of Communications:

- Work to promote upcoming events and initiatives of the CSO
- Advocate for members of the CSO through the Daily Digest, The Towerlight and other forms of contact
- Create a template for sponsorships
- Put together the monthly newsletter

Treasurer:

- Attend mandatory SGA Treasurers Workshop and FAC meeting
- Create budget and meet SGA imposed deadlines
- Complete and store accurate financial records
- Compile and research all documents regarding CSO accounts and expenditures
- Responsible for budgeted forecasting
- Be informed of all credits and debts to the CSO account in order to keep accurate financial records
- Present financial status at executive meetings
- Collaborate with SGA senators for the completion of supplemental if necessary
- Complete Prove It application and process if necessary

Director of Commuter Advocacy:

- Coordinate and act as chair of all ad hoc special committees
- Liaison between on campus administrative resources and members of the CSO
- Address concerns brought by the general membership to the Executive Board
- Arranging guest lecturers regarding commuter concerns

Executive Secretary:

- Communicate with President to create agendas for meetings
- Record the meeting minutes and email to the Executive Board
- Conduct all CSO correspondence
- Collect and store all written materials and work to promote large events
- Update CSO roster and coordinate membership
- Maintain INVOLVED@TU