

2020-21

MOMENTUM: HEALTH AND EXERCISE SCIENCE STUDENT ASSOCIATION OFFICER APPLICATION

Officer positions and job descriptions:

President

- Will assign designated duties to officers pertaining to upcoming events
- Will be responsible for the agenda and follow through of the list of items needed to be completed
- Assist the team with any troubles they might be having with their tasks
- Weekly/Biweekly meetings with Advisor to see how things are going

Vice President & Treasurer

- Regular newsletter will contain information regarding upcoming events, announcements, etc.
- Will be in charge of mass emails to our members from momentum@lasierra.edu
- Will keep electronic documents containing information about the budget for the year and any transactions that go through OSI
- Will keep track of any receipt purchases and in charge of getting the refunds to specific people

Secretary

- Resync Manager
- Membership Manager
- Will keep track of the minutes in detail and email to the officers after each meeting within two working days
- Responsible for any submissions in the Resync website such as getting approval on meetings, events, and posters
- Will be in charge of membership directory on an excel file and membership maintenance
- Will keep membership folder containing all of the member's information?

Public Relations

- Will be in charge of creating and making promotional materials
- Must obtain approval for all materials from faculty sponsor and president
- Manage HES bulletin board in the breezeway
- Responsible for ensuring that all advertisement is submitted to Eagle Cry and TV screens
- Responsible for any written and verbal communication representing the Association as approved by faculty sponsor and president.

**PLEASE SUBMIT THIS APPLICATION AND A CURRENT
RESUME TO celdredq@lasierra.edu**

Name: _____ Today's Date: _____

Major: _____

Academic Standing: _____

Overall G.P.A.: _____ Major G.P.A.: _____

E--mail: _____

Phone: _____ Student ID# _____

What position(s) would you like to run for?

Please circle YES or NO to the following questions:

YES. NO

Are you willing to work as a team with other officers to plan Momentum meetings and activities?

YES NO

Will you be able to attend officer meetings, ~~events~~ and assemblies on a routine basis scheduled throughout the year?

YES NO

Are you willing to spend the required time to complete the duties associated with your office?

Please indicate the times that you are available to meet during the week:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday

Please answer the following questions with a brief statement:

Why do you want to be an officer?

What experience(s) do you have that qualifies you for the position you are applying for?

As an officer, what can you contribute?
