AMSA Election Guidelines

Every member is allowed to run for up to two positions. Anyone who is interested in running should email two short paragraphs to rutgers.amsa@gmail.com with your name, your class year, what two positions you would like to run for, and why you want to run for BOTH of these positions. These paragraphs are due to us by Saturday, March 26th at 10 PM. The following are descriptions and pre-requisites for positions that are available:

Vice President*:
The vice-president is in charge of providing support for the co-presidents. He/she is responsible for booking meeting spaces and ordering food for events. This includes ensuring space is available, completing the Event Planning Form (EPF), getting it signed and ensuring the meeting space is properly equipped/set up etc. The vice president must attend all executive board meetings and functions during which the co-presidents cannot attend. The vice president is also in charge of all program-planning for AMSA. He/she is responsible for establishing and keeping contact with speakers; ensuring the reservations of rooms space; propose new and innovative events, etc.
*In order to run for Vice President he/she must have prior experience on the executive board and/or steering committee.

Treasurer:
The treasurer is in charge of maintaining AMSA’s finances. It is the treasurer who is responsible for all AMSA financial transaction including, but not limited to dues, budgeting, expenditures, and reimbursements.

Secretary:
The secretary is in charge of maintaining communication and outlining action items for the executive board members. The secretary presides over the administrative functions of AMSA and has duties such as taking minutes of every meeting and maintaining communication with the executive board and general membership by sending meeting and event reminders to the executive board and sending updates through the AMSA membership listserv.

Public Relations (PR) Chairs (3):
The three PR chairs are in charge of promoting AMSA and its events. The PR chairs are responsible for the design and distribution of flyers and other print publication, communication with the campus community, and promotion of events. They are in charge of approving and printing flyers, updating the AMSA facebook group, creating facebook events, and promoting our events through facebook messages. They are also responsible for promoting events to Rutgers listservs such as the HPO, Honors, Campus Involvement and etc.

Historian and Webmaster:
The historian/webmaster is in charge in chronicling and recording the association’s history. The scope of responsibilities for the historian includes taking pictures, maintaining a website to store them, and maintaining and updating the AMSA website. He/she is also in charge of conveying and teaching these responsibilities to the Asst. Webmaster/ Historian.