

# 2012-2013

## College of Business

### Student Council

Thank you for your interest in serving Auburn University's College of Business as a member of the Student Council. Please be sure to read over the entire application and make sure that all of the responsibilities are ones that you can fulfill.

#### Requirements:

- Be enrolled as a student of the College of Business as of Spring 2012 and remain in the College of Business until Spring 2013.
- Complete 1 Office Hour per week (Directors), 1 Office Hour per week (Secretaries).
- Attend monthly/bi-monthly meetings on Monday nights at 7:00.
- Attend various College of Business and SGA sponsored activities throughout the year as a representative of the College of Business.
- **A person with more than (2) two unexcused absences will be replaced.**

#### Turning in your application:

- Please be sure that you have completed each section of the application and have reviewed it carefully.
- Please staple any attachments that are required.
- Please sign up for an interview.

#### Keynote Dates:

- April 25, 2011: COB Student Council applications due by 4 p.m.  
\* Turn in at the front desk of the **Office of Student Affairs in Lowder 023** and **sign-up** for an **interview time**
- April 26, 2011: Student Council Interviews 11:00 a.m.-5:00 p.m.  
\* **Office of the Dean Conference Room, Lowder 5<sup>th</sup> Floor, Professional Business Attire**
- April 27, 2011: COB Student Council Selections will be notified via e-mail

Once again, thank you for your interest in serving the College of Business and we look forward to meeting you in your interview.

War Eagle,

Collie Powers  
President  
College of Business

Bradley Addison  
Vice President  
College of Business

# **Executive**

## **Executive Secretary:**

- Record minutes at all council meetings and then make them available for other council members by the next council meeting. This includes providing a soft copy (electronic) and hard copy for each set of minutes.
- Take roll at all council meetings and keep track of the attendance throughout the year.
- Keep track of the completion of office hours by members of the council.
- Aid the President and Vice President in debriefing projects after each is completed.
- Create a report of all events after each is completed and debriefed focusing on successes and failures of the event.
- Oversee the Director of Volunteers and Director of Organizations ensuring that each director is working effectively.
- This person should be very organized as the position requires much responsibility.

## **Director of Volunteers:**

- Responsible for cultivating volunteers using grassroots and organizing them for projects.
- Host meetings when necessary to organize volunteers for each project.

## **Director of Organizations:**

- Facilitate meetings hosting representatives from each organization in the College of Business to convey information discussed in student council meetings.
- Ensure constant communication between the student council and organization presidents/representatives.

# **Public Relations**

## **Secretary of Public Relations:**

- Help create and ensure visibility in the College of Business through various efforts throughout the year.
- Organize the effort to have a display of the student council members names placed somewhere in the college.
- Promote all programs and philanthropy events so that students are aware of events and are able to participate.
- Create promotional media that shows what the student council is doing for the College of Business. This includes media that could be placed on the screens throughout the college and a pamphlet to be distributed during orientation and throughout the year at student interest days.
- Oversee the Director of Publicity and work closely with him/her to ensure projects are well publicized.

### **Director of Publicity**

- Gather information that will be published in College of Business publications. This includes the monthly newsletter, information for television screens, orientation pamphlet, etc.
- Publicize town hall meetings so that they have the ability to serve as a more effective resource for students.
- Work with the College of Business's Director of Communications (faculty) to be sure the council is being included in faculty produced media.
- Serve as the council's liaison to the SGA Cabinet's Director of Publicity and submit proposals for assistance if necessary.
- Design and promote the sale of a College of Business t-shirt.

## **Programming**

### **Secretary of Programming**

- Plan all non community service events that will be a part of the council's schedule. Present proposals for programming to the council for review and changes.
- Create a monthly calendar with all meetings, social events, philanthropy projects, and any other events that the council will be participating in.
- Help with planning and execution of all events and ensure each event's success.
- Prepare a welcome week activity, approved by the Director of Schools Councils, that will take place in the first three weeks of the academic year.

### **Director of Philanthropy**

- Establish a community service event that will take place each semester and ensure its success.
- Create a strategic plan for the philanthropy events and publish them for future councils to follow.
- Serve as a liaison to the SGA Cabinet's Director of Food Drives (Beat Bama Food Drive) and help make the event an integral part of the student council's philanthropy efforts.

## **Finance**

### **Treasurer**

- Establish a budget based on funds allocated to the council by the College of Business and the Student Government Association.
- Serve as the direct contact for funding of all programs, events, and projects that the council takes on.
- Provide an update of the council's finances and plans at each council meeting.
- Create and present proposals for increased/additional funding for College of Business projects.

# 2012-2013 College of Business Student Council Application

(You can type in the fields below.)

Name: \_\_\_\_\_ Local Phone: \_\_\_\_\_

Auburn E-mail Address: \_\_\_\_\_

Classification: \_\_\_\_\_ Major: \_\_\_\_\_

GPA: \_\_\_\_\_ Advisor's Verification \_\_\_\_\_

**Please list according to priority, the positions you desire:**

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

**List any campus activities/experience you may have that would make you a stronger applicant in this selection process.**

**In this section, please provide any ideas or goals for each of the positions that you are applying for.**

**Taking into consideration the current market, if you were going to start a business today, what would it be and why? How would you distinguish your business from others?**

If you are not selected for one of the positions that you desire, as listed above, would you be willing to serve in another position? YES \_\_\_\_\_ NO \_\_\_\_\_

I acknowledge that all of the information above is correct.

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Signature of Applicant

Thank you for your interest in serving Auburn University's College of Business. If you have any questions about this application or about the selection process, please email **Collie Powers** [cnp0004@auburn.edu](mailto:cnp0004@auburn.edu) or **Bradley Addison** [bla0005@auburn.edu](mailto:bla0005@auburn.edu)

**Please remember to sign up for an interview!**

War Eagle,

Collie Powers  
President  
College of Business

Bradley Addison  
Vice President  
College of Business