



Associated Undergraduates of the School of Business & Economics

April 18, 2014

Thank you for expressing interest in an AUSBE Officer position for the 2014-2015 school year. Being an AUSBE Officer is a great way to invest in the School of Business and Economics community. As an officer you will serve as a connection between students, staff, and faculty of the School of Business and Economics, as well as the rest of the SPU campus. Serving the community in this capacity is incredibly rewarding and will enrich your year.

In order to make sure the selection process for incoming officers is equitable, an application has been created. Each applicant must complete all required forms and written statements in order to qualify for the selection process. Attached is a list of all positions as well as descriptions of the associated responsibilities.

Applications must be returned to the front desk on the second floor of McKenna Hall by **5:00PM on Wednesday, April 30th, 2014**. The results of the selection will be released by Thursday, May 1st at 5:00PM. New officers will then be required to attend a TBD joint meeting with the current officers.

If you have any questions or concerns, please do not hesitate to contact any current AUSBE officer – we would be happy to speak with you. Thank you again for your interest in an AUSBE Officer position.

Best,

Gabby Serventi
President
serventig@spu.edu

Nikki Spitzer
VP - Marketing
spitzern@spu.edu

Claire Fredriks
VP- Finance
fredriksc@spu.edu

Sarah Johnson
VP – Communications
Johnsons10@spu.edu

Hayley DeKlotz
Executive Vice President
sanderss@spu.edu

Geri Mason
Advisor
geri@spu.edu



**Associated Undergraduates of the
School of Business & Economics**

OFFICER CANDIDACY APPLICATION

Contact Information:

Name _____ Expected Graduation Year _____

Address _____ SBE Major/Minor _____

Phone Number (____) ____ - _____ Email _____

Desired AUSBE Officer Position _____

Candidacy Eligibility:

To be eligible for an AUSBE Officer position, a candidate must:

1. Be admitted into one of the majors or minors within the School of Business and Economics
2. Be able to serve the full term of office
3. Have a cumulative GPA of at least 3.0

Statement:

Please attach responses to each of the following questions. Each response should not exceed 300 words.

1. Why are you applying for AUSBE/this specific position?
2. What do you see AUSBE's role on campus and in SBE as?
3. What do you want to improve on/contribute to AUSBE? (What skills are applicable to this position, what new ideas do you have, what are your leadership strengths, etc.)

By submitting this application, I declare I meet all candidacy requirements. I permit the current AUSBE officers to publish my written application and statement, with the exception of information protected by the Family Educational Rights and Protection Act (FERPA).

Applicant Signature

Date

DESCRIPTION of AUSBE OFFICER POSITIONS

President

- Preside over all meetings of AUSBE and be responsible for all the activities in which AUSBE takes part
- Maintain accountability with the other officers
- Schedule and facilitate regular officer meetings to ensure smooth operation of activities and accomplishment of club goals
- Coordinate with faculty advisor to assure adherence to SBE policy and established AUSBE constitution
- Maintain a working relationship with ASSP Executive Branch
- Represent SBE students at quarterly executive council gatherings and other SBE and campus functions as necessary
- Participate in Faculty Undergraduate Committee meetings and discussions

Executive Vice President

- Preside over all AUSBE meetings/functions at which the president is absent
- Coordinate AUSBE committees to fulfill roles and goals of AUSBE
- Maintain a master calendar of AUSBE activities throughout the year
- Assist in scheduling speakers and guests of AUSBE and maintain all business correspondence
- Document and maintain all meeting minutes and club documentation

Vice President of Finance

- Record and maintain all financial transactions in the AUSBE book of accounts in a timely and accurate fashion, reconciling club records maintained by the University
- Deposit funds into appropriate University account
- Obtain approval for disbursements from the Officer Board and ASSP
- Make all disbursements by check or through petty cash funds
- Prepare and make available to AUSBE a quarterly report of AUSBE's financial position
- Prepare an annual budget recommendation for the succeeding year for consideration of AUSBE
- Prepare and present an annual budget to ASSP Finance Board for approval

Vice President of Marketing

- Prepare and distribute all AUSBE marketing materials
- Manage and maintain the AUSBE bulletin board
- Prepare a quarterly newsletter and other campus publications
- Communicate with and coordinate publicity campaigns with campus information sources as necessary

Vice President of Information Systems

- Collaborate with Marketing Director to effectively distribute publicity materials via technology resources
- Manage AUSBE list serve (e-mail service)
- Create and maintain a comprehensive database of guest speakers and business contacts available to AUSBE
- Develop and maintain AUSBE web site
- Coordinate necessary technology requirements for meetings or events

Each AUSBE Officer shall be expected to perform additional duties as necessary to fulfill AUSBE objectives.