**Friendshop**

**2013-2014 Executive Board Application**

Please email to [dyestep1@msu.edu](mailto:dyestep1@msu.edu) or submit a hardcopy by March 11, 2013 at the meeting

**Name:**

**E-mail Address:**

**Phone Number:**

**Class Status for Fall 2013:**

**Expected Graduation Year:**

**Majors/Minors:**

**Position Applying For: (Pick one)**

***\* For more details on positions please go to the end of the page***

* **Vice President of Friendshop**
* **Advertising Chair**
* **Secretary**
* **Treasurer**

**Please describe your involvement in Friendshop in past years:**

**Why do you want to be part of the Friendshop E-Board?**

**Please explain why you are applying for this particular position:**

**What qualities or special skills do you have that would make you a good candidate for this position?**

**How would you improve Friendshop if accepted to your particular E-Board position?**

**Are you interested in any other positions? If so please list them.**

**Responsibilities of E-Board Positions:**

**All board members:**

**Attend meetings and activity nights**

**Help plan fundraisers**

**Promote Friendshop**

**Assist other board members**

**Vice President:**

**Assists President in responsibilities when needed**

**Assist in leading planning meetings**

**Maintains communication with the library for monthly program**

**Updates website when needed**

**Advertising Chair:**

**Creates monthly flyer to promote program to students and families**

**Creates mass email to send out to COE students to remind of planning meeting**

**Sends out email to parent listserv and local schools to remind them of activity night**

**Secretary:**

**Takes notes at meetings about what has been planned for upcoming program**

**Maintains supply inventory and takes note of what needs to be purchased**

**Communicates with advisor about what is going on in the organization**

**Treasurer**

**Responsible for deposits and reimbursements of members as needed**

**Works with other COE organizations to coordinate fundraising efforts for program**