

# ESO Election Guidelines 2010-2011

Elections will be held via email the week of January 10<sup>th</sup>-14<sup>th</sup>.

*Note: Terms for ESO Board members will be increased to 1 and a half years beginning with the 2009-2010 ESO Board.*

## **Instructions for applying to the Epidemiology Student Organization Board:**

- 1) Review position descriptions (listed below)
- 2) During the the week of **January 10th-14<sup>th</sup>**, nominate yourself or another person by sending an e-mail to [esoboard2010@umich.edu](mailto:esoboard2010@umich.edu). Include your name, their name (if you are nominating a person other than yourself), the position you are nominating them to, and a short description of why they should hold a position (no more than ½ a page of writing).

## **ESO Board Positions descriptions 2010-2011**

### **Chair**

The ESO Chair must deal with day-to-day administrative and figure-head functions of ESO and maintain communication with Epidemiology faculty and staff. The ESO Chair ensures that social, service, fundraising and networking activities are offered each term. He or she may also coordinate alumni & networking events and may assist other officers in any of their duties as necessary. The Chair is responsible for collecting agenda items and finalizing the agenda prior to any board or general assembly meetings.

**Vice chair/1<sup>st</sup> year student representative** Represents the first year students in the department. Assists chair and other reps with planning meetings and other activities.

*\*\*Will not be elected until next school year\*\**

### **Academic chair**

Coordinates mentoring program. Takes on an outreach program or other program yearly to lead. Serves as the student liaison between the students and the epidemiology department.

### **Social chair**

To organize and plan social events for ESO members which aim to build relationships between students of all degree programs and levels. The social chair will also assist other members with planning of events when needed and assist with the planning of service learning projects.

### **Treasurer**

The ESO Treasurer is in charge of the ESO SOAS bank account and keeps official records of organization fundraising and spending. The Treasurer may call upon other members of the Executive Board to assist in accounting, transactions, and other financially related tasks. This

may include withdrawing/depositing funds, coordinating/participating in fundraisers, and similar activities.

**Secretary**

The ESO Secretary keeps Executive Board and General Meeting minutes and distributes to Board members/Epid students as necessary; the secretary also coordinates meeting times and locations and takes care of other logistical needs.

**MPHA Student representative:**

☐ Participates in monthly Michigan Public Health Assembly phone meeting. Serves as the liaison between students at UM and the larger Michigan epidemiology community. May coordinate events such as career panels, or other MPHA-supported programs at SPH.