International Education Student Board
IESB POSITIONS 2013-2014

Criteria for All Applicants and Positions:
*Serving the September, 27th, 2013 -October 3rd, 2014

- Organizational skills
- Detail-oriented
- Awareness of time and ability to complete tasks in an appropriate time frame
- Able to weekly or bi-weekly **required** meetings. Schedule to be determined by board members during the first meeting.
- Able to commit 5-10 hours/month. During certain times of the year, this time commitment may be more or less.
- Commitment to attending ALL IESB events

Board Position Descriptions:
1) President, 2) Vice President, 3) Secretary,
4) Treasurer, 5) Communications Officer, 6) Events Coordinator

1. President
- Spokesperson for the board
- Attends all GSO meetings, acts as liaison between GSO and the board
- Maintains communications with the faculty and board advisors
- Runs board meetings effectively by sticking to the agenda
- Delegates tasks at the end of each meeting

*Key competencies:* public speaking, strong listening skills, comfortable communicating with faculty, leadership skills

2. Vice President
- Sets the agenda at the end of each meeting and posts 3 days prior to subsequent meeting in DropBox
- Responsible for printing agenda for each meeting and other necessary materials
- Responsible for securing the location of the board meeting
- Emails board members reminders to add to the agenda
- When Chair is not available, serves as ex officio at GSO meetings and board meetings

*Key competencies:* ability to keep time and run efficient board meetings

3. Secretary
- Records board meeting minutes and distributes them within 2 days after meeting to board members
- Maintains and updates DropBox documents on a weekly basis

*Key competencies:* fast and efficient typing capabilities, comfortable with computers

4. Treasurer
- Oversees applications for GSO funding
- Responsible for tracking and managing budget expenditures and receipts
• Responsible for gathering receipts after events
• Reports current fiscal standing to the board

*Key competencies: comfortable with numbers and handling money*

5. **Communications Officer**
• Maintains and updates the IESB website, Facebook page, listserve, e-vites and announcements
• Designs e-vites and flyers for events
• Responsible for in-class announcements of board events
• Liaison to International Education study body
• Distributes announcements for newsletter to advisor
• Responsible for responding to IESB emails
• Responsible for recruiting volunteers when necessary
• Searches out and contacts NYU groups outside the department and other organizations outside the university
• Contacts these groups and/or distributes events when relevant

*Key competencies: web design skills preferred, active in social media network*

6. **Events Coordinator**
• Responsible for collecting activity/event ideas from the student body and board
• Presents the logistics of the top-rated events to board members
• Delegates activity-related tasks to board members at meetings
• Follows up with board members on assignments

*Key competencies: comfortable speaking with outside vendors, comfortable assigning tasks to board members and reminding them to complete assignments, familiarity with NYU-area is preferred but not required.*