

American Advertising Federation – Purdue Chapter Exec Board Application

Due: April 6, 2010 at 6 p.m. at our General Meeting

Description of Positions Available:

President: Main responsibilities include overseeing exec board and general meetings, and representing the organization at leadership events. The president remains in direct contact with other exec board members in order to establish open communication, and he or she is the primary liaison between the student and the professional chapter. He or she is also in charge of keeping in contact with all of the members via e-mail. The president is responsible for creating all of the agendas for the exec board meetings.

Vice President: Main responsibilities include developing all programming for general meetings. The VP must reach out to advertising professionals, Purdue representatives, and other potential speakers for general meetings. The VP must attempt to organize events for general members to get additional experience outside of the local area, potentially through office visits to Indianapolis or Chicago businesses. The VP is also responsible for updating the AAF Facebook page. He or she must be able to fill in whenever the President cannot attend a leadership event.

Treasurer: Main responsibilities include managing the organization's funds and keeping track of the budget. The treasurer must work closely with the Business Office for Student Organizations in order to fill out event planning forms, check requests, deposit slips, and other paperwork in order to have successful AAF events. He or she must also collect dues and turn them into the national AAF. The treasurer is in charge of strategizing, planning, and executing all fundraising events as well.

Secretary: Main responsibilities include taking minutes at all exec board and general meetings, and finding classroom space to hold all of the meetings. He or she works with the Vice President to help with the programming, but is solely responsible for organizing all of the workshops for members. The secretary also is responsible for overseeing the mentoring program with general members and the local professional chapter. He or she must also create flyers, maintain the AAF bulletin board, and help with advertising efforts of the organization.

NSAC Chair: Main responsibilities include overseeing the NSAC competition class, and ensuring that all students contribute in order to make a plan book worthy of submission to the national AAF. He or she must keep in constant communication with the class and the national competition directors. Having working knowledge of Adobe InDesign and Photoshop are beneficial for this position.

Name _____

E-mail _____

Semester Classification _____

Major _____

Overall GPA _____

Please rank the following positions according to your interest (1 – 5):

___ President ___ Secretary

___ Vice President ___ NSAC Chair

___ Treasurer

Please answer the following questions in 500 words or less:

1. Why do you believe that you qualify for your top choice position?
2. What improvements would you make to AAF next year?
3. Please attach your resume to your application.

In petitioning for AAF Exec Board for the 2010-2011 year, I agree to comply with any ruling or decisions set forth by the AAF Exec Board (AAF Advisor, current AAF President, and the representatives of the AAF Exec Board). I also understand that as an AAF Exec Board member, I will be required to attend all Exec Board and general meetings, and perform all duties assigned to me during the year.

Date _____

Signature _____