

SVSA Core Positions 2009-2010

If you are interested in running for a position, e-mail Betty (bnpham@) and Christine (ctran88@) by **5:00 PM, Tuesday, June 2nd**. Elections will be held on **Tuesday, June 2nd at 8PM** in the A³C Couchroom.

Co-Chairs (2)

RESPONSIBILITIES

Coordinate and run core and general meetings
Provide support for all events to the core members heading the committees
Serve as representative of the SVSA on campus and in the local community
Maintain lines of communication with other student groups

REQUIREMENTS

Position as an SVSA officer for at least 2 years

Experience with all SVSA events planned for the year
Experience with event planning on campus including working with Events and Labor Services, Office of Student Activities, and student groups
Ability to manage multiple projects

Financial Officer (1)

RESPONSIBILITIES

Work with co-chairs to develop budget for SVSA
Serve as liaison to the ASSU and Capital Banking
Maintain a budget for the SVSA throughout the year
Ensure that reimbursements are made
REQUIREMENTS
Knowledge of all SVSA events planned for the year
Attendance at all Banking Workshops (to be done soon after election)
Ability to work with excel and manage financial account

Fundraising Officer (1)

RESPONSIBILITIES

Apply for The Stanford Fund monetary support every quarter and coordinate letter writing efforts
Apply for extra sources of funding on campus: Provosts, Vice Provosts, ASSU, Stanford Departments
Coordinate fundraising efforts with local businesses

REQUIREMENTS

Strong communication skills
Ability to meet deadlines

Cultural Coordinators (3)

RESPONSIBILITIES

Plan SVSA's annual Tet Festival celebration
Coordinate with other groups to man booths and plan performances
Ensure that all permits are obtained for the event
Work with Events and Labor Services and external sources

Plan external events for SVSA to attend (past events: local VSA Culture Night Shows, Theatre Project in San Jose, Comedy Nights, Movie Screenings)
Make a budget and submit to treasurer

REQUIREMENTS

Strong communication skills
Ability to work with student groups on campus
Awareness of events in the area

Social Coordinator (3)

RESPONSIBILITIES

Coordinate events with other groups on campus (past events: sushi rolling, spring roll making)
Coordinate at least one pho night per quarter
Plan other social events for the SVSA to participate in
Work with Publicity Coordinators to market events
Make a budget and submit to treasurer

REQUIREMENTS

Ability to work with other groups on campus
Ability to coordinate social events for at least 30 students

Culture Night Coordinators (3)

RESPONSIBILITIES

Lead the Culture Night planning committees
Work with Fundraising Coordinator to generate funds
Work with Publicity Coordinator to market Culture Night
Recruit people for scriptwriting, acting, choreography, dancing, external performances, event logistics (Events and Labor Services, Facilities, Videography)
Make a budget and submit to treasurer

REQUIREMENTS

Experience with or willingness to learn how to plan events
Ability to manage a group of at least 30 people and a \$4000.00 production
Ability to work as part of a team
Must be able to meet deadlines!

High School Outreach Coordinators (2)

RESPONSIBILITIES

Plan mentoring retreats and college prep workshop
Create curriculum for a mentoring program by analyzing the successes and pitfalls of past years
Make a budget and submit to treasurer
REQUIREMENTS
Experience with volunteering and tutoring
Ability to work with high school students and college student mentors

Webmaster (1)

RESPONSIBILITIES

Maintain website content
Record/Upload images from events
REQUIREMENTS

Past web design experience
Knowledge of Drupal implementation