

Asian American Association

Cabinet Application 2007-2008

PLEASE READ THE FOLLOWING BEFORE FILLING OUT THIS APPLICATION.

General duties of an AAA officer:

- Attend weekly cabinet meetings on Sundays in addition to Wednesday general meetings.
- Attend all general meetings and events unless for a valid reason.
- Arrive to all meetings and events promptly, or else be subject to late fines.
- Help other officers when work needs to be done.

Open positions & designated duties

Treasurer/Fundraising Chair:

- Keep detailed and organized accounts of all transactions concerning AAA funds.
- Create and maintain a fundraising committee consisting of AAA members.
- Serve as a treasury liaison between AAA, AAA Film Festival, and Asian Pacific Islander American Searchlight (APIAS).
- Execute at least two fundraising projects/events per quarter.

Events Co-Chair:

- Support and split workload with your Events Co-Chair.
- Create and maintain an Events committee consisting of AAA members.
- Plan social and API oriented events for members.
 - API related: APATH Open House, AAA Film Festival, APIAS
 - Social: Spring Semiformal, Assassins, games and movie nights, BBQs, etc.

Secretary

- Help keep lines of communication open and smooth between cabinet members.
- Maintain detailed minutes of cabinet meetings as well as relevant documentation for all events, general meetings, deadlines, and forms.
- Keep track of membership requirements, noting attendance at all meetings and events.
- Email weekly meeting & event reminders to members.
- Trim and maintain AAA list-serve and website (you will be trained for the website).

Public Relations

- Develop extended relations with the general community, API community, and on-campus clubs/organizations.
- Bring back information about social issues and related events from other clubs'/orgs' list-serves or meetings.
- Recruit and retain new and old members.
- Work with the Secretary and Events Chairs to publicize AAA events and meetings through flyering, facebooking, announcements, etc.

Community Chair

- Plan and organize a one year-long community service commitment to a non-profit organization.
- Plan smaller community service events, about 1-2 per quarter in addition to service events for our year-long profit organization.

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Name: _____

Major & Year: _____

Phone & Email: _____

Please rank your preferences of cabinet positions (1 as the highest, 5 being the lowest):

- Treasurer/fundraising Chair
- Events Chair
- Secretary
- Public Relations
- Community Chair

What skills and experiences make you a good candidate for your top two choices? (Feel free to use an extra page if necessary)

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What can contribute to AAA to make it better next year?

What other activities (clubs, internships, & jobs) do you expect to be involved in next year? Please list positions if applicable.

Please list & explain 3 ideas that you would like AAA to do next year. Two of them must be *feasible & creative* fundraising idea and an API-related event. (Use another page if necessary)

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I, _____, understand that upon an offer and acceptance of a cabinet position, this application becomes a binding contract committing myself to the duties required of the position for the upcoming 2008-2009 year.

Signature: _____ Date: _____