

WLMP Executive Board: Open Positions

This fall, the WLMP will establish an Executive Board that serves as a liaison between all WLMP students and WLMP staff. This board will represent the ideas and interests of the larger WLMP study body, organize WLMP social activities, and coordinate community service projects. Open positions include:

- President
- Treasurer
- Two Program Co-Chairs
- Vice President
- Secretary

Please read the following position profiles. If you are interested in pursuing an office, email your nomination form (at end of this document) to Tiffany Grossi at grossi@rmu.edu **no later than 5 pm September 1, 2015** to make your official nomination.

President
<p>Description:</p> <p>The President is the chief executive officer of the WLMP student body at Robert Morris University. She must divide the responsibility of leadership among fellow officers and the WLMP members while working with the WLMP staff. The President must understand the importance of working <i>with</i> people, not to be independent of them. She is responsible for ensuring that program members feel valued, inspired and connected. The President is also tasked with the specified responsibilities outlined in this position description.</p>
<p>Requirements:</p> <ol style="list-style-type: none">1. Be of sophomore, junior or senior status at the time of campaigning.2. Remain a currently registered RMU student and WLMP member in good academic standing with a minimum GPA of 3.0.3. Campaign as a Cohort Member (President)-Peer Mentor (VP) team OR Peer Mentor (President)-Cohort Member (VP) team.4. Attend Title IX training on Friday, September 18.5. Attend mandatory e-board training meeting the week of September 21.
<p>Responsibilities:</p> <ol style="list-style-type: none">1. Seek ways to lead, change, inspire and empower in your own life.2. Fulfill a 1-year board member term.3. Schedule and preside at board meetings every three weeks throughout the fall and spring semesters, missing no more than one per semester.4. Create board meeting agendas. Prepare materials to update others.5. Set, maintain, and achieve E-board goals and meetings.6. Be familiar with the duties of all E-board positions.7. Schedule additional committee meetings as needed.

Presidential Responsibilities (Continued)

8. Provide direction to other class offers including helping to create specific tasks, establishing clear deadlines and monitoring progress.
9. Works with the Program Co-chairs to plan the WLMP social activities and community service projects and to implement strategies to increase attendance at the WLMP social events.
10. Serve as a positive role model for the WLMP cohort members and peer mentors.
11. Report to the WLMP staff when a conflict arises.
12. Ask questions and share knowledge, point of view and experience.
13. Listen and be open to other points of view.
14. Respect other board members, staff and students.
15. Communicate honestly, directly and constructively.
16. Fulfill commitments on time or let others know if, for any reason, you can't
17. Maintain professional and ethical standards.

Vice President

Description:

The Vice President (VP) works with the President and other officers in order to ensure the quality of the Executive Board. She must be as knowledgeable of all program activities as the President which allows the VP to step into the office when the President is absent or unable to serve. The VP is also tasked with the specified responsibilities outlined in this position description.

Requirements:

1. Be of sophomore, junior or senior status at the time of campaigning.
2. Remain a currently registered RMU student and WLMP member in good academic standing with a minimum GPA of 3.0.
3. Campaign as a Cohort Member (President)-Peer Mentor (VP) team **OR** Peer Mentor (President)-Cohort Member (VP) team.
4. Attend Title IX training on Friday, September 18.
5. Attend mandatory e-board training meeting the week of September 21.

Responsibilities:

1. Seek ways to lead, change, inspire and empower in your own life.
2. Fulfill a 1-year board member term.
3. Attend and participate in board meetings scheduled every three weeks throughout the fall and spring semesters, missing no more than one per semester.
4. Work with President and other officers to create agenda for board meetings and prepare materials for others.
5. Be familiar with the duties of all E-board positions.
6. Fulfill presidential duties in her absence.

Vice-Presidential Responsibilities (Continued)

7. Be an active listener to the President and advise when appropriate.
8. Assist in the maintenance and achievement of E-board goals and meetings.
9. Work with Program Co-chairs to plan social activities and community service projects; and to implement strategies to increase attendance at the WLMP social events.
10. Oversee any committees that are formed to assist with an event or project.
11. Serve as a positive role model for the WLMP cohort members and peer mentors.
12. Report to the WLMP staff when a conflict arises.
13. Ask questions and share knowledge, point of view and experience.
14. Listen and be open to other points of view.
15. Respect other board members, staff and students.
16. Communicate honestly, directly and constructively.
17. Fulfill commitments on time or let others know if, for any reason, you can't
18. Maintain professional and ethical standards.

Treasurer

Description:

The Treasurer is the chief financial officer of the WLMP student body at Robert Morris University. She is responsible for the strategic budgeting and disbursement of financial resources to pay necessary and authorized charges and maintains all financial records. The Treasurer is also tasked with the specified responsibilities outlined in this position description.

Requirements:

1. Remain a currently registered RMU student and WLMP member in good academic standing with a minimum GPA of 3.0
2. Attend Title IX training on Friday, September 18.
3. Attend mandatory e-board training meeting the week of September 21.

Responsibilities:

1. Seek ways to lead, change, inspire and empower in your own life.
2. Fulfill a 1-year board member term.
3. Attend and participate in board meetings scheduled every three weeks throughout the fall and spring semesters, missing no more than one per semester.
4. Work with other officers to prepare materials for board meetings.
5. Be familiar with the duties of all E-board positions.
6. Assist in the maintenance and achievement of E-board goals and meetings.
7. Perform all financial duties in direct consultation with the WLMP staff.
8. Keep accurate records of all expenditures made by the E-board and prepare necessary paperwork for all monetary transactions

Treasurer Responsibilities (Continued)

9. Work with Program Co-chairs by overseeing budget allocation for social activities and community service projects.
10. Serve as a positive role model for the WLMP cohort members and peer mentors.
11. Report to the WLMP staff when a conflict arises.
12. Ask questions and share knowledge, point of view and experience.
13. Listen and be open to other points of view.
14. Respect other board members, staff and students.
15. Communicate honestly, directly and constructively.
16. Fulfill commitments on time or let others know if, for any reason, you can't
17. Maintain professional and ethical standards.

Secretary

Description:

The Secretary is the information and reference point for all E-board members, the WLMP staff and the WLMP student body. She is responsible for ensuring meetings are effectively organized and recorded, clarifying past practices and decisions, retrieving relevant documentation and overseeing all E-board correspondence. The Secretary is also tasked with the specified responsibilities outlined in this position description.

Requirements:

1. Remain a currently registered RMU student and WLMP member in good academic standing with a minimum GPA of 3.0.
2. Attend Title IX training on Friday, September 18.
3. Attend mandatory e-board training meeting the week of September 21.

Responsibilities:

1. Seek ways to lead, change, inspire and empower in your own life.
2. Fulfill a 1-year board member term.
3. Attend and participate in board meetings scheduled every three weeks throughout the fall and spring semesters, missing no more than one per semester.
4. Work with other officers to prepare materials for board meetings.
5. Be familiar with the duties of all E-board positions.
6. Assist in the maintenance and achievement of E-board goals and meetings.
7. Keep minutes along with attendance at board meetings and distribute to the WLMP staff and student body.
8. Send reminder emails about meetings and events to E-board and WLMP student body.
9. Keep a record of all policies, procedures and amendments passed by the E-board.
10. Work with Program Co-chairs to plan social activities and community service projects; and to implement marketing and PR strategies to increase attendance at the WLMP social events.

Secretary Responsibilities (Continued)

11. Serve as a positive role model for the WLMP cohort members and peer mentors.
12. Report to the WLMP staff when a conflict arises.
13. Ask questions and share knowledge, point of view and experience.
14. Listen and be open to other points of view.
15. Respect other board members, staff and students.
16. Communicate honestly, directly and constructively.
17. Fulfill commitments on time or let others know if, for any reason, you can't
18. Maintain professional and ethical standards.

Program Co-Chair (2)

Description:

The Program Co-Chair is interested in deepening her commitment to a long-term community partnership by acting as a liaison between the E-board, the WLMP student body and the WLMP staff. She and the other Program Co-Chair are responsible for planning social and community activities for the WLMP student body and implementing strategies to increase attendance at events. The Program Co-Chairs are also tasked with the specified responsibilities outlined in this position description.

Requirements:

1. Remain a currently registered RMU student and WLMP member in good academic standing with a minimum GPA of 3.0
2. Attend Title IX training on Friday, September 18.
3. Attend mandatory e-board training meeting the week of September 21.

Responsibilities:

1. Seek ways to lead, change, inspire and empower in your own life.
2. Fulfill a 1-year board member term.
3. Attend and participate in board meetings scheduled every three weeks throughout the fall and spring semesters, missing no more than one per semester.
4. Be familiar with the duties of all E-board positions.
5. Assist in the maintenance and achievement of E-board goals and meetings.
6. Oversee the planning of social activities and community service projects.
7. Implement strategies to increase attendance at the WLMP social events.
8. Report to the WLMP staff when a conflict arises.
9. Serve as a positive role model for the WLMP cohort members and peer mentors.
10. Report to the WLMP staff when a conflict arises.
11. Ask questions and share knowledge, point of view and experience.
12. Listen and be open to other points of view.
13. Respect other board members, staff and students.
14. Communicate honestly, directly and constructively.
15. Fulfill commitments on time or let others know if, for any reason, you can't
16. Maintain professional and ethical standards.

Campaign Rules

1. **Nomination:** Students interested in pursuing an open position are required to email a completed nomination to Tiffany Grossi at grossi@rmu.edu no later than 5:00 pm September 1, 2015.
2. **Campaign Timeline:** Candidates are permitted to campaign on campus and online beginning Thursday, September 3rd until the end of the day on Monday, September 14th. ***Please note that a candidate may not campaign or advertise her candidacy until the completed petition has been approved by the WLMP staff.***
3. **Endorsements:** In order to allow for fair and equal campaigns, endorsements for individual candidates is not allowed unless all candidates running for the same office are equally represented. If you are endorsed on a public page it is your responsibility to request removal of the endorsement from the page administrator immediately or risk removals from the election.
4. **Campaign Materials:** All handouts and posters must be approved by the WLMP staff and RMU Student Life before campaigning.
5. **Expectations of Behavior:** Candidates are prohibited to put down any other candidate. Candidates shall not use obscene, discriminatory, or any other controversial materials on any campaign materials (this includes any and all online campaigning). If ignored, the candidate will be disqualified from running.
6. **Voting:** Elections will take place on Tuesday, September 15th from 8:00 am until midnight using an online ballot prepared by the WLMP staff. All WLMP cohort members and peer mentors are eligible to cast one vote per position. The winner will be decided by a majority of votes.
7. **Announcement of Results:** The campus must be clean of all election materials before election results are announced on Thursday, September 17th. Provided that the campus is cleaned to the approval of the WLMP staff, results will be sent out via email.

Nomination Form

Commitment Statement:

I acknowledge and understand that by seeking a position on the WLMP Executive Board (E-board) I am pledging myself to service for the period of one year should I be elected. I understand that applying to be an officer requires participation, promptness, cooperation and commitment. Assisting in WLMP E-board events, meetings and trainings is mandatory as well as meeting academic eligibility requirements. I therefore commit to these responsibilities and state that I am willing to serve as an officer of the Women's Leadership and Mentorship Program Executive Board. If these duties are not met, I understand that I may be removed from office. I have read and understand the position descriptions, campaign rules and commitment statement and agree to uphold them on and off campus.

Name and Signature of Applicant

Date

Position of Interest