



Hixson Student Board 2016–2017 Application Due: April 1, 2016

Name: _____

ISU Email: _____ Phone: _____

Classification: Freshman _____ Sophomore _____ Junior _____ Senior _____

Major(s): _____

Cumulative GPA: _____ Expected Graduation: _____

1. Why are you interested in serving on the 2016–2017 Hixson Student Board?

2. What has been your most memorable opportunity as a Hixson Scholar? Why?

3. What are you currently involved in at Iowa State University? What have you contributed to these clubs and organizations? Feel free to include your resume.

4. Please list 3 positions you are interested in holding on the Hixson Student Board in order of preference. You will have one interview with the current Hixson Student Board, and positions will be selected after all candidates have been interviewed.

Please turn this application in to 1080 Hixson-Lied Student Success Center, or email to Dylan Thomas at dthomas@iastate.edu by April 1, 2016. We will then be in contact with you about the interview process and elections.

Current Hixson Student Board Positions and Descriptions

President: Organize agendas, run board meetings, and attend weekly meetings with the Advisor. The President will report to Hixson staff. The President must have at least one year of experience serving on the board.

Vice President: Run meetings in the absence of the President. The Vice President will report to Hixson staff. In special circumstances, plan and organize events or activities. The Vice President will serve as the Risk Management Officer and will oversee all risk management responsibilities. Duties of the Risk Management Officer are (1) to recommend risk management policies or procedures to Hixson Student Board, (2) to submit documentation to ISU's Risk Management Office, and (3) to ensure that Risk Management procedures are implemented at all of the organization events. The Vice President must have at least one year of experience serving on the board.

Treasurer/Secretary: Work with board members and Advisor to assemble an overall budget and present it to the Hixson program, keep record of board funds, deposit all money received for the organization, and assist in budgeting for each event. Keep and make public the minutes of board meetings, maintain a secretary's log, and organize mailings as directed by Hixson Student Board.

Programming Chair (2): Plan and organize Hixson Student Board programs, organize events, coordinate with other board members to help other chairs when needed, encourage attendance and participation at student board programs, and coordinate with the publicity chair.

Fundraising Chair: Organize and manage board fundraising efforts, including communication between board and company, event registration and set-up, recruitment of a sufficient labor force, and post-event communication regarding funds raised. Actively plans and tracks annual budget in collaboration with President and Treasurer/Secretary.

Community Service Chair: Actively seeks community service opportunities for board and organizes logistics of event execution, including member recruitment, any necessary transportation, and any other necessities.

Publicity Chair: Publicize student board meetings, social events and other activities, write up a blurb for each event to be added to the Hixson newsletter, and submitting budgets to the Treasurer/Secretary. Update and maintain the Hixson Student Board social media page. Provide photographs to be used in publicity and on the website. Keep and update list of board members' email addresses.

Intramural Chair: Plan and organize athletic/intramural events for Hixson students, including prizes as needed, and submitting budgets to the Treasurer/Secretary.