



MISA

Management Information Systems Association
California State University Northridge

Spring 2012 Officer & Director Application

First Name: _____ Last Name: _____
 CSUN E-mail: _____ Phone: _____
 GPA (cumulative): _____ Graduation Date: _____

Executive positions require that you have been a MISA director during the Fall 2011 semester.

**** Include a one or two paragraphs on your MISA aspirations.**

Director positions are open to all new and existing members.

**** Include a brief paragraph about why you would like to become a director.**

Please choose 3 positions you are interested in and rank them using

1 ("this is my destiny")

2 ("sounds great")

3 ("interesting")

Executive Positions

- President
- Vice President of Administration
- Vice President of Operations
- Vice President of Finance
- Vice President of Events

Directors

- Awards Banquet (Spring only)
- Meet The Firms
- Technology
- Firm Tours
- Student Relations
- Marketing
- Meetings
- Fundraising
- Membership
- Lets Do IT
- Communication

This application is due on or before **Wednesday, November 23, 2011 at 5:00 pm.**
 and should be hand-delivered or e-mailed to the President of the Association.

Read and Sign:

I understand that all officers and directors are subject to pre-screening and approval by the Department Chair and MISA Advisor and accept the outcome of this approval process. I also attest to the fact that the information on this application is true. Membership fees also apply to officers and directors.

Applicant Signature: _____

Date: _____

Description of Executive and Director Positions

Executive Positions

President

The President's role is mainly to provide the vision and guidance for MISA. The President handles the delegation of work, maintains the finances of the organization, and represents MISA when necessary on and off campus along with the other Vice Presidents and Directors. The President also will conduct officer meetings for updates and discuss future plans regarding the organization.

Vice President of Administration

Responsible for all updates and revisions to the MISA Constitution as necessary. Assures that all Executive Board members and Directors attend MISA meetings and keeps track of their duties. Oversees and receives assistance from Director of Communications, Director of Technology, and Director of Student Relations. Collects all necessary information for the MISA newsletter and forwards it to the Director of Communications and Director of Technology to be distributed and posted on the MISA website. Oversees and assists Director of Student Relations with liaison affairs between the Club Organizations, University Associations, College of Business and Economics (COBAE), CSUN, Accounting Association (A.A.), Beta Alpha Psi (BAY), and Alumni Association.

Vice President of Operations

Contact person for firms and other external professional entities such as ISACA. Schedules guest speakers for meetings throughout the entire course of the semester. Communicates directly with firms, including invitations, driving directions, follow up correspondence, and thank-you letters. Sets up firm tours for Information Systems students and/or collaborates with the Accounting Association and Beta Alpha Psi on more general firm tours. Oversees and receives assistance from Director of Marketing, Director of Meetings, and Director of Fundraising. Solicits firms and interested parties for donations for the annual Accounting and Information Systems Banquet ("Awards Banquet").

Vice President of Finance

Handles the MISA treasury on hand and keeps records of all expenditures, reimbursements, and deposits of the organization's financial account with Associated Students. Prepares a budget at the beginning of the semester and presents it to MISA's Executive Board. Responsible for the Associated Students process of obtaining a club budget and for representing MISA's financial position to the university. Oversees and receives assistance from the Director of Membership.

Vice President of Events

The Vice President of Events will provide support and guidance on all events involved with MISA. The Vice President will also be the direct contact for all collaboration events so to improve relations with other clubs or organizations. If needed, the Vice President will be the representative for MISA if an appropriate director is not available.

Director Positions

Communication

Brings a digital camera to record all MISA meetings and events. Uploads pictures to MISA's picture hosting location. Notifies Director of Technology no later than 2 days after the meeting so that photos will be published on the MISA website. Responsible for writing and distributing the MISA newsletter. Assists the Vice President of Administration in assigned duties.

Technology

Updates the content of the official MISA website with upcoming events, past events picture archive, news, and additional necessary sections in a timely manner. Troubleshoots technical difficulties members may have with e-mail or website usability. Maintains an electronic database of all records concerning MISA. Assists the Vice President of Administration in assigned duties.

Firm Tour

Contacts firms and their representatives, presents the idea of a firm tour, proposes discussion subjects for the tours, works with the representative on the tour agenda, and follows up with thank you letters after the event. Promotes firm tours among MISA members and Information Systems students. Educates students on the benefits of attending events that promote career and networking opportunities.

Student Relations

The Director of Student Relations is the liaison between MISA and other organizations on campus; i.e. Associated Students (CSUN Student Government), Leaders in Alliance (College of Business Clubs), and the Dept. of Accounting and Information Systems sponsored organizations (Accounting Association and Beta Alpha Psi). Represents MISA and Information Systems majors at meetings and events to provide insight on behalf of the organization.

Marketing

Promotes MISA as an organization and MISA sponsored events, including weekly guest speakers. Develops and distributes flyers, posters, and printouts of current events in the Information Systems computer lab (JH 2212), in the Ernst & Young Center for Careers, the department office, and other suitable locations. Provides the Ernst & Young Center for Careers with weekly emails concerning the next guest speaker, for email distribution to all Information Systems majors and double majors, further promoting the event. Posts notices of location or time changes and advertises weekly guest speakers and special events in the Daily Sundial. Oversees changes to the MISA logo, keeps records of past designs, and supervises the design and manufacturing of MISA t-shirts. Assists the Vice President of Operations in assigned duties.

Meetings

Oversees arrangements related meeting facilitation; i.e. location, facility, ordering/delivery of food, equipment set up, and ensures that the room is clean after the meeting. Explores new food opportunities for meetings and seeks discounts from restaurants. Assists the Vice President of Operations in assigned duties.

Fundraising

The Director of Fundraising provides research about events that help MISA gain additional funds used to promote MISA, garner interest for the organization, and improve the financial situation of the organization. The Director works with other appropriate directors to facilitate promotions on and off campus.

Membership

Responsible for collecting membership forms and entering the data in the database. Oversees and organizes all member recruiting activities such as design of emails, presentations, and class visits. Provides a signup sheet for each meeting and records attendance in a spreadsheet format. Responsible for collecting membership dues. Assists the Vice President of Finance in assigned duties.

Lets Do IT

Promotes Let's Do IT on campus, to schools, and anywhere else possible that will help expand the program. Arranges and oversees meetings of Let's Do IT volunteer instructors and lectures at elementary schools, including the reservation of equipment and the facility. Works with the Vice President of Events to create more lectures whenever possible. Keeps members up-to-date with weekly E-mails. *This position requires previous experience as a volunteer instructor for at least one semester.*

Meet The Firms

The Director of Meet The Firms play a key role in representing MISA and working with the respective directors in the Accounting Association, and Beta Alpha Psi, to coordinate and plan the Meet The Firms event in Fall and Spring. The Director is responsible for promoting the event to Information Systems students as well as soliciting firms that hire information systems students to participate in the event.

Publicity

Responsible for collecting information for the MISA newsletter. Researches relevant educational, industry, and professional information to include in the newsletter. Devises a sound strategy for newsletter distribution to effectively reach MISA's target audience. Responsible for the design and look of the newsletter.

Student Development

Responsible for arranging and coordinating all necessary tasks involved in preparing student development activities, such as mock interviews and resume workshops. Works with the Director of Marketing for the development and distributions of flyers, posters, and prints fliers to announce activities.

Awards Banquet

The Director of Awards Banquet plays a key role in representing MISA and working with the respective directors in the Accounting Association, and Beta Alpha Psi, to coordinate and plan the Awards Banquet event in the Spring. The Director is responsible for promoting the event to Information Systems students as well as soliciting firms that hire information systems students to participate in the event.