



SAN DIEGO STATE
UNIVERSITY

NSMH 2022-2023 Board Application

*This application is due via email to sdsu@nsmh.org by **11:59 pm on Friday, April 29th, 2022**. Any application received after that will not be considered. You will be contacted for an interview by **Sunday May 1st, 2022**. Interviews will be held between **May 2nd and 3rd**. There will be a mandatory meeting **Tuesday, May 3rd** at 7 pm, if selected.*

Name:

Email:

Phone Number:

Expected Graduation Date:

Are you studying abroad next year? / Which semester?:

Position You Want to Run For:

If you have more than one you are willing to do, please list them in order of preference, 1 being your first choice. If there is only one position you wish to pursue, only list one.

1) _____

2) _____

3) _____

4) _____

Leadership Experience:

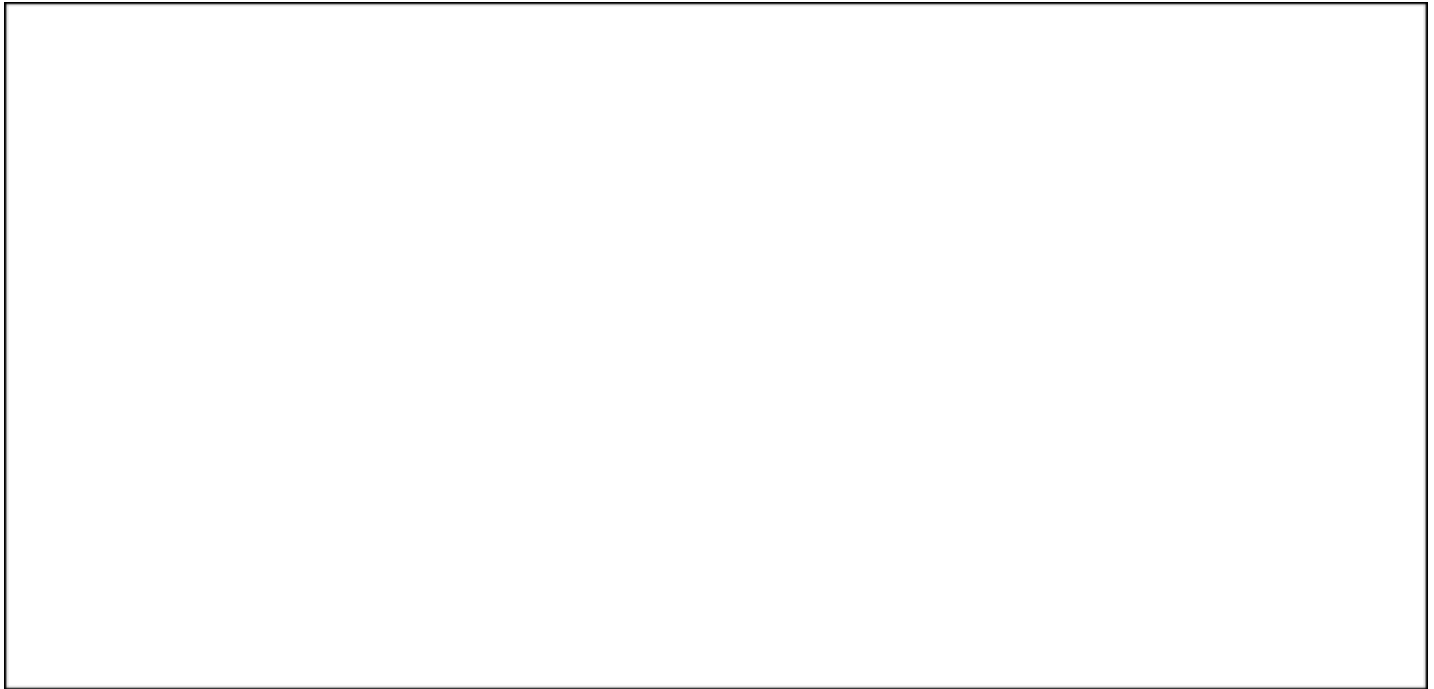
Please list any leadership roles you have held in NSMH or in other organizations.

NSMH Involvement:

Please list the NSMH activities that you have participated in:

Ideas for NSMH:

Please describe specific ideas you have for improving/enhancing the overall NSMH experience, as well as ideas that pertain to the individual position(s) you are applying for.



Your Leadership Qualities:

Please describe yourself and the characteristics that would make you a good fit with NSMH and for the position(s) you are applying for.



NSMH Board Positions

President

Position Description:

- Sets the tone & culture for entire SDSU NSMH Chapter with charisma, enthusiasm and organization
- Calls and leads all board meetings
- Delegates responsibilities and ensures that all officers are performing their duties
- Communicates with National Headquarters and Regional Chair
- Maintains communication with the SDSU NSMH board and advisors (Dr. Dillette & Mr. Winston)
- Works with Vice President to coordinate Regional and National Conference
- Ensures successful completion of all SDSU NSMH activities
- Is responsible for chapter emails in regards to official business
- Completes Chapter Leadership Certification (CLC) with National Board
- Completes RSO training process with Student Life & Leadership to become a recognized student org
- Communicates with National Board and attends scheduled conference calls
- Creates/Updates legacy binder for future President

Desired Qualifications:

- Must be present at SDSU for full school year
- Has previously served on SDSU NSMH board for at least one semester
- Has demonstrated leadership in other capacities (e.g. service to other orgs)
- Must have attended at least one NSMH National Conference
- Must be willing to dedicate extended amounts of time to the organization (time commitment equivalent to that of a part-time job)

Vice President

Position Description:

- Provides direct support to the President in achieving chapter goals
- Works with President to oversee all board positions
- Organizes Regional and National Conference with President and Treasurer
- Acts as a liaison between the SDSU NSMH general membership body and the SDSU NSMH Board
- Assumes the roles and responsibilities of the President in the event that the acting President is no longer able to fulfill his/her duties
- Completes Chapter Leadership Certification (CLC) with National Board
- Communicates with National Board and attends scheduled conference calls
- Creates/Updates legacy binder for future Vice President

Desired Qualifications:

- Must be present at SDSU for full school year
- Must have previously engaged in NSMH activities for at least one semester
- Demonstrated leadership in other capacities (e.g. service to other orgs, work experience, etc.)
- Must be willing to dedicate extended amounts of time to the organization

Secretary

Position Description:

- Organizes and distributes all chapter materials to the SDSU NSMH board and to all chapter members when necessary
- Records and distributes all meeting minutes to the SDSU NSMH board and to the Regional Chair

- Manages the NSMH Google Drive and ensures all files are properly organized
- Keeps attendance sheets from all events
- Drafts agendas for board meetings that must be sent out at least one day prior to each scheduled meeting
- Organizes National Awards Applications
- Updates and manages the web portal calendar and communicates this information with Christina Jeffries & chapter advisors (Alana Dillette & Carl Winston)
- Assists Planning Director in booking space on campus for events
- Assumes official host duties with guest speakers
- Communicates with National Board and attends scheduled conference calls
- Creates/Updates legacy binder for future Secretary

Desired Qualifications:

- Must have proven organizational skills pertaining to position description

Treasurer

Position Description:

- Manages all financial transactions for the chapter
- Prepares a budget for the chapter prior to the beginning of the school year and updates the budget throughout the year
- Receives and distributes chapter funds
- Reports financial activity at every SDSU NSMH board meeting and to the chapter advisors on a monthly basis
- Is in charge of Regional/National Conference funds for travel and accommodations
- Applies to A.S. Student Success Fee & works to get funding from PSFA and AS councils
- Completes RSO training process with Student Life & Leadership to become a recognized student org
- Communicates with National Board and attends scheduled conference calls
- Creates/Updates legacy binder for future Treasurer

Desired Qualifications:

- Must have past experience handling funds

Planning Director

Position Description:

- Manages the organization and implementation of all NSMH events throughout the year
- Provides evaluation reports for each event to be shared with all board members
- Contacts other chapters for ideas on events, programs, and meetings
- Forms and oversees committees to plan and organize chapter events
- Communicates with National Board and attends scheduled conference calls
- Creates/Updates legacy binder for future Planning Director
- *Responsibilities include but are not limited to:*
 - Hospitality Week
 - Mr. and Ms. HTM
 - Senior Salute
 - Organizing NSMH presence at Payne Awards
 - Organizing NSMH presence at Payne School Showcase
 - Coordinating all sessions with industry professionals (Hyatt, Hilton, Marriott, Resume Workshops etc).
 - Planning other NSMH focused events

Desired Qualifications:

- Events emphasis students preferred
- Must have attended at least one of the above mentioned events

Social Media Director**Position Description:**

- Responsible for the regular maintenance of all SDSU NSMH social media accounts
- Monthly completion of NSMH Informer Newsletter to National Board, consisting of SDSU NSMH events
- Maintains Facebook, Instagram, and Twitter accounts on a weekly basis during each semester
- Maintains the SDSU NSMH Website
- Photographs events and meetings/ collects photos from members
- Updates bulletin board once a semester
- Maintains scrapbook of current year
- Communicates with National Board each month to relay Member of the Month awardee
- Attends scheduled conference calls with National Board
- Creates/Updates legacy binder for future Social Media Director

Desired Qualifications:

- Must be proficient in social media platforms, photo editing software, flyer editing software of your choice, and Microsoft Office
- Must be an organized individual who can maintain a consistent posting schedule
- Must be a creative individual willing to consistently contribute to the organization

Fundraising Director**Position Description:**

- Works hand in hand with treasurer to reach chapter fundraising goals
- Works directly with Mr. Winston on solicitation and stewardship of major gifts
- Organize all “thank you” notes to donors
- Is in charge of organizing and planning at least two fundraising events per semester (not including Mr. and Ms. HTM in the fall)
- Is in charge of organizing donation solicitations (from all board members) for annual Mr. & Ms. HTM in the Fall
- Promotes NSMH Scholarships
- Creates/Updates legacy binder for future Fundraising Director

Desired Qualifications:

- Must be business savvy in numberwise settings
- Must have the motivation and drive to fundraise

Director of Membership & Recruitment**Position Description:**

- Recruits and retains a diverse group of minority students in the Payne School to join NSMH
- Identifies and channels areas for recruitment (e.g. sitting on couches, going to classes, hosting a membership drive with another minority serving SDSU organization)
- Promotes and develops SDSU NSMH Chapter as a whole
- Organizes NSMH presence at Welcome Back Lunch/Breakfast
- Establishes and reaches a new membership goal within the organization

- Facilitates monthly member meeting (MMM's) for entire NSMH Chapter (Develops theme & focus for each meeting)
- Is in charge of ordering polos, taking payments, and registering students on NSMH Portal
- Acts as liaison with Social Media Director to recognize each Member of the Month and to develop monthly Informer Articles
- Responsible for Chapter emails in relation to membership events and recruitment
- Communicates with National Board and attends scheduled conference calls
- Creates/Updates legacy binder for future Director of Membership & Recruitment

Desired Qualifications

- Passionate about people, making connections and developing relationships with other students
- Is willing to join or collaborate with other minority serving San Diego State student organization (e.g. BSU, JSU etc.)

Community Service Director

Position Description

- Plans at least 2 creative community service projects per semester
- Recruits students to attend and contribute to community service events
- Documents and advertises community service projects with Social Media Chair
- Communicates with National Board and attends scheduled conference calls
- Creates/Updates legacy binder for future Community Service Director

Desired Qualifications

- Previous involvement with community service projects

High School Outreach Director

Position Description:

- Plans and organizes High School Outreach Program with local San Diego High Schools (e.g. Mount Miguel & Hilltop)
- Builds a team of mentors for High School Outreach
- Acts as liaison between Mount Miguel High School/Hilltop High School and SDSU
- Communicates with teachers at both high schools to set up each mentoring event
- Organizes and plans each mentor outing to promote best learning experience for students
- Communicates with National Board and attends conference calls
- Creates/Updates legacy binder for future High School Outreach Director

Desired Qualifications:

- Must have attended at least one high school outreach event in the past
- Must have ability to connect with students at the high school level

Chapter Liaison

Position Description:

- Acts as the face of SDSU NSMH, developed specifically for underclassmen students wanting to get more involved with the organization
- Attends all weekly PSFA meetings and reports back to board
- Acts as a liaison between PSFA and Associated Student councils
- Acts as a liaison between NSMH and other HTM student associations
- Acts as a liaison between SDSU NSMH Chapter and the SDSU student representative on the National Board

(When Applicable)

Desired Qualifications:

- Current Freshman only please

Be Creative

- We invite you to propose a unique, creative and impactful board position that you think would benefit the chapter overall in a substantial way. We cannot guarantee that we can accommodate your proposed position, but we would love to hear your ideas.