

#8

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Select One or More Executive Positions:

- President
- Vice President
- Secretary
- Public Relations Officer

I agree to the following requirements for President:

- The President shall: i) Facilitate and hold general body meetings, Executive Board meetings and elections. ii) Serve as the group's official campus representative. iii) Coordinate the programming for AIS. iv) Establish a liaison with other RSO's and offices at EIU and in the community. v) Prepare the agenda for the meetings. vi) Work with all the members and advisor(s) at any occasion. vii) Serve as a liaison between the organization and the advisor, as well as other organizations.

I agree to the following requirements for Vice President:

- The Vice President shall: i) Assume the position of acting President in the absence of the President. ii) Maintain order at general body meetings. iii) Facilitate Constitutional revisions every two years. iv) Support the president at all time with AIS business. v) Work with all the members and advisor(s) at any occasion.

I agree to the following requirements for Secretary:

- The Secretary shall: i) Take minutes at all executive and general body meetings of the organization, keep these on file, and send them out electronically within a timely manner. ii) Make announcements when necessary via emails to all members. iii) The Secretary will assume the position of acting Treasurer in the absence of the Treasurer.

I agree to the following requirements for Public Relations Officer:

- The Public Relations Officer shall: i) Notify students of upcoming events (via email, Facebook, phone, in person). ii) Publicize AIS events in any way possible/encourage international (and local) students to attend events.

Upload a brief video describing why you are interested in and what you can contribute to the role/s you have chosen.

[Hello everyone.docx](#)