



2007-2008 Officer Application

Candidate Qualifications

1. Be a student in good standing with the University through May 2008. You cannot graduate or leave the University before May 2008 to hold a position.
(You may only take a summer internship – not a 6 month co-op.)
2. Be a SCM Association member prior to submitting a completed application.
3. Declared Supply Chain Management major or related major.

Election Procedure

1. There are 10 positions available. See attached sheet for descriptions.
2. Be sure to fill out the application completely.
3. Submit a **completed application** (pg. 2) along with a **resume** and **3 references** (academic or professional) to the SCM Association office in N119 or email to scma@msu.edu.
4. Deadline for applications is Tuesday March 20th, 2007.
5. All applications will be reviewed and candidates will be notified by March 26th, 2007 to schedule an interview. Sign-up will be posted on the office door
6. Interviews will be conducted during the day of March 30th, 2007.
7. Officer candidates will be notified by April 3rd, 2007. There will be a mandatory meeting for the new/old officers on the evening of April 4th, 2007.
8. New officers will have required training and planning during April 2007.

Notes:

Officers will be selected based upon completed application, interviews, and past participation in association events. Final selection will be made on a “best fit” basis. Be aware that you may be considered for other positions for which you have not applied.

Applicants are limited to applying for **three** positions; please prioritize your top three choices.

If you have any questions, please contact Nick Dontje – dontjeni@msu.edu.

(Retain This Page for Your Records)

**Supply Chain Management Association
Officer Application**

Name: _____

E-mail: _____

Phone: _____

Major/ Emphasis: _____

Expected Date of Graduation: _____

Position Applying for (Pick up to three):

1. _____ 2. _____ 3. _____

How will you be able to personally contribute to the SCM Association as an officer?

What leadership attributes do you possess that you think are critical in being a part of the SCMA Executive Board?

Are you involved in any other organizations, activities or jobs?
What is the time requirement? (List offices currently held, if any)

What visions or goals do you have for the SCM Association for 2007 – 2008?

In addition, on a **separate sheet of paper** please give an explanation of your qualifications for your desired positions, and why you chose that position. Attach to this page and return to N119 by March 20, 2007.

Description of Officer Positions

President:

Acts as a spokesperson and liaison for the Association in dealing with corporate representatives, faculty, students, funding boards and other clubs. Manages the overall progress and completion of SCMA activities. Handles administrative duties and runs weekly executive board meetings. Organizes the Annual Leadership Retreat and recruits speakers and presentations.

Vice President:

Organizes all General Membership Meetings and related events and recruits corporate speakers to attend. Plans Annual Golf Outing with the Treasurer by coordinating both students and corporate sponsors. Works closely with Public Relations Chair to execute media campaigns that create interest and excitement among members, the University, and corporate sponsors. Assists the President with administrative duties.

Community Service Director:

Responsible for actively involving SCMA in monthly community service projects relating to the field of SCM and the community at the local, state, or national level. Finds and creates meaningful events that SCM students can enjoy while contributing to the welfare of our surrounding area.

Treasurer:

Responsible for managing all financial matters of the Association. Maintains an Association account with the University and multiple accounts with the MSU Federal Credit Union. Tracks income, expenses, and budgets for all the officers and routinely updates a ledger to report on current financial standing of the Association. Organizes fundraisers and assists with planning the Annual Golf Outing.

Career Fair Coordinators (2):

Organize annual on-campus recruiting event for the entire student body. Act as the leads of the career fair by recruiting companies and managing registration, setting up agendas and other related information, and handling company inquiries. Form/manage the Career Fair Committee/Ambassador and delegate out tasks and responsibilities.

Internal Coordinator:

Responsible for planning all trips and site-visits (arranging transportation, hotel, meals, contacting companies to visit). Plans social event opportunities to provide additional outlet for students. Other office responsibilities include: typing weekly meeting minutes, writing thank-you letters and articles for publishing, and purchasing office supplies and other materials.

Membership Director:

Responsible for managing an accurate documentation of current SCMA membership and member involvement, supervising the Broad Mentor Program, and maintaining the SCMA Online Resume Book. Activities include application processing, creating membership cards, uploading current information to the SCMA website and working closely with the Mentor Program Chair. Develops incentive programs/events to encourage greater member involvement throughout the year.

Public Relations Chair:

Reports to the Vice President. Works to drive publicity for the organization by creatively utilizing several channels in order to effectively communicate SCMA events, meetings, and other happenings to current and future members. Creates marketing/advertising campaigns to promote interest in the Association.

Broad Mentor Program Chair:

Reports to the Membership Director. Develops and publicizes the Mentor Program around the business college and recruits both mentors and mentees to participate. Manages and tracks progress of mentoring to provide greatest benefit to both parties.