

Students Engaged in Global Health – Exec Board Openings for Fall 2009

Position	Responsibilities	End Product	Qualifications
<i>President</i>	<ol style="list-style-type: none"> 1. Call and preside over all meetings, oversee all activities of the organization, and are responsible for preparing relevant materials for such functions. 2. Be responsible for the overall efficient operation of SEGH, and delegate responsibilities to other officers. 3. Represent the mission and voice of SEGH. 4. Communicate with the SPH administration and Center for Global Health. 5. Meet specifically with the Global Initiatives on a bi-weekly basis (China, Jamaica, Africa) 	<i>n/a</i>	Must possess strong leadership, communication & delegation skills. Must be organized & dedicated to the group, & have served at least one year as another executive officer.
<i>VP Finance</i>	<ol style="list-style-type: none"> 1. Responsible for overseeing all financial activity in consultation with the co-President, VP Programming, VP Academic and Career Development, and other officers related to financial transactions. 2. Shall be responsible for the preparation of the annual budget, maintain up-to-date financial records, and provide financial reports when necessary. 3. Shall be responsible for the prompt payment of SEGH bills and debts. 4. Shall coordinate the financial development of SEGH through various fundraising efforts. 5. Responsible for collecting dues from SEGH members; developing, implementing, and marketing fundraising activities in collaboration with the Events and Public Relations Coordinators 6. Coordinating regular meetings with fundraising subcommittees; 7. Responsible for taking minutes at meetings and sharing them with Exec Members 	<i>Financial statements</i>	Must be organized, dependable, & able to remember deadlines. Must be honest & responsible.
<i>VP Marketing & Public Relations</i>	<ol style="list-style-type: none"> 1. Distribute the SEGH-way Newsletter to SEGH members on a regular basis. 2. Be responsible for the maintenance of the SEGH listserv and website. 3. Manage publicity and marketing for all events in consultation with the VP Programming and VP Academic and Career Development. 4. Shall establish ties and serve as a liaison to the Public Health Student Association and other graduate student organizations at the University of Michigan. 5. Responsible for developing a contact directory of student organizations and student leaders across campus; 6. Responsible for developing a catalog of international funding and research opportunities across campus; 	<i>Fliers, brochures, newsletter, website, listserv</i>	Outgoing, creative, & willingness to advertise in a timely fashion. Willingness to meet & establish connections with new people.

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<i>Campus Events Coordinator</i>	<ol style="list-style-type: none"> 1. Responsible for coordinating campus-based events like Global Health Week, Net Impact, Brown Bag Film Club, and others; 2. Responsible for organizing and implementing social events like pub crawls, tailgates, etc. 3. Responsible for expansion efforts by identifying other global organizations on campus and developing alliances with those organizations through events; 4. Responsible for facilitating and coordinating events with SPARSH and Sreyashi Dey; 5. Responsible for leading and managing Campus Events Subcommittees, as well as, recruiting students to participate in the various subcommittees 	<i>A variety of SEGH-sponsored events</i>	Must be organized, dependable, logical, & deadline driven. Programming experience preferable.
<i>Jamaica Person</i>	<ol style="list-style-type: none"> 1. Oversee preliminary development of Jamaica project; 2. Responsible for marketing the opportunity and administering the application to SPH students; 3. Oversee fundraising activities; 4. Responsible for coordinating SPH involvement with faculty adviser and Blue Mountain Group; 5. Persons selected to this position will participate in the Jamaica Project 	<i>Jamaica trip</i>	Strong networking, communication, and organizational skills
<i>Africa Person</i>	<ol style="list-style-type: none"> 1. Responsible for coordinating collaborative efforts with ADHS; 2. Responsible for marketing ADHS events to SPH students; 3. Responsible for overseeing fundraising for ADHS/SEGH speakers; 4. Responsible for organizing joint-speaker series with ADHS; 5. Responsible for helping organizing the health component of an ADHS Conference 	<i>ADHS conference</i>	Strong networking, communication, and organizational skills
<i>China Person</i>	<ol style="list-style-type: none"> 1. Oversee the preliminary development of China course; 2. Responsible for marketing the application and opportunity to students at SPH and across campus; 3. Responsible for coordinating curriculum development with Jersey Liang; Responsible for managing course fundraising activities; 4. Persons selected to this position will participate in the China Course 	<i>China Course (HMP 690)</i>	Strong networking, communication, and organizational skills