



2006-2007 Board Application Instructions

Namaste,

Thank you for your interest in becoming a board member for the Indian Student Association at the University of Minnesota – Twin Cities. Over the years, ISA has successfully united the Indian population on campus and educated the University and surrounding community about India's unique culture. As a board member, you will have the honor of carrying on this tradition. We are looking for motivated, energetic individuals who will be the new face of ISA. You will find out very quickly how rewarding your involvement can be. Raj and I have gained lifelong friendships and learned a great deal about professionalism. Most importantly, we have been able to actively promote our culture and in the process, have developed as individuals. We know that your experience as a board member will be an unforgettable one.

Sincerely,

*Rajiv Shah & Twinkle Pandian
Co-Presidents, ISA 2005-2006*

PLEASE READ THESE INSTRUCTIONS CAREFULLY

Application Process

First, you must fill out the attached application. Make sure you answer all the questions thoroughly and don't forget to attach a resume or list of activities. After we receive your application, the board will review it and you will be asked to come to a meeting. At this time, we will have you speak on behalf of yourself, so that the board can get to know you better. We may ask some simple questions, but don't worry, the meeting will be VERY informal. No preparation is necessary. The board will then meet and give you their decision.

Application Instructions

You may either send your application electronically to mnindians@yahoo.com or print a hard copy and turn it into the ISA mailbox in the Asian-American Student Union (Coffman Union, room 219).

All applications must be received NO LATER than **Wednesday, April 19th at 5:00pm**. Late applications will not be accepted.

Meetings with the board will begin at 5:00 pm on Friday, April 21st. You will have 5-10 minutes to tell us about yourself and why you want to become involved with ISA. We will begin the meetings in the order that we receive applications.

If you have any questions, please contact us at mnindians@yahoo.com or call Twinkle at 763-234-0072.

Page 2 describes the board positions. Page 3 is the actual application

Position Descriptions

President

As president, you will be required to arrange and conduct all meetings (board and general), assign tasks to board members and sub-committees, attend fees/grant hearings, and oversee all the activities of ISA to ensure a successful year.

Vice-President

The vice-president works with the president to make critical decisions about board meetings, assigning tasks to board members and sub-committees, and ensuring the success of all the ISA activities. The president may also ask you to attend meetings/hearings as well. In the event that the president cannot perform his/her duties, the vice-president will obtain presidency.

Secretary

The secretary's primary job is to communicate the president and vice-president's decisions, orders etc. to the rest of the board. The secretary will take notes during all meetings and supply these notes to the other board members. The secretary will be in charge of the ISA email account and be responsible for answering any emails to ISA. He/she will also send out list-serve emails/announcements etc. to communicate any information to general members.

Treasurer

The treasurer will be in charge of ISA's funds. Most importantly, the treasurer will write all the grant applications to obtain funding. He/she will also be required to attend all grant hearings.

Activities Chair

The activities chair will be in charge of planning and executing activities such as the Henna Party, basketball tournament, welcome back party, and movie nights.

Outreach Chair

The outreach chair will be responsible for arranging community service activities for ISA.

Cultural Chair

The cultural chair will be responsible for ensuring that ISA showcases Indian culture in all of its activities. They will work closely with the activities and outreach chairs.

Public Relations Chair

The PR chair will be in charge of advertising for ISA's activities. They will also be required to attend the general meetings of the Asian-American Student Union (ASU) and Minnesota International Student Association (MISA). The PR chair will be ISA's ambassador to all of its members, other student groups, the community, and the University.

Webmaster

The webmaster will be responsible for the maintaining and updating the ISA website.



2006-2007 Board Application

Name: _____

Email: _____

Phone: _____

Major: _____

Year in school (circle one): Freshman Junior Sophomore Senior

Position desired (circle all those that apply):

President Vice-President Secretary Treasurer
Public Relations Activities Webmaster Outreach Cultural

Please answer the following questions. Attach another sheet if necessary.

1. Please explain why you are interested in becoming a board member

2. Why are you interested in the position you are applying for?

3. Describe your past experiences and how they will help you with your position as an ISA board member

4. Describe any past involvement with ISA activities/programs/shows

5. Please attach a resume or list of activities, positions held, volunteer experiences, etc. to this sheet.