

Officer Eligibility:

- Active member of NaviGators for at least one semester before the semester of election (more is preferred)
- UF degree seeking student

Running for Office:

1. Nominate yourself for a position(s) by emailing the President
2. Prepare a short speech about 5 minutes to be given the day of elections.

The speech should detail why you are running for this position and how you are qualified. Try to include some new ideas for improvement especially for the next semester. We want to know how you will contribute to the betterment of the club!

3. Committee Chair positions: Email the president and attend the officer meetings. Propose a committee at the meeting and the executive board will vote on approval. Positions will also be advertised as the executive board sees fit.

Officer Positions: Below is a list of positions and their job descriptions.

Committee Chair: Committees are non permanent entities and may be created or disbanded as needed.

The chairs of the committee are appointed by the executive board. A chairperson is an officer of the club and is expected to attend officer meetings. He or she will establish his/her own committee to accomplish the goals of the committee. The chair people are responsible for reporting to the president and vice-president for approval of events.

Executive Board:

President:

- Presides over meetings.
- Main contact to UFIC, the CSI and SG Finance

- General director of activities
- Represents the organization

Vice-President

- Takes over for president when he/she is unavailable
- Makes room reservations
- Activity planning permits
- Directs activities

Treasurer

- Main liaison between the club and SG finance
- Keeps financial records
- Directs activities

NaviGator Liaison

- The liaison between the participants and the club leadership
- Sends weekly emails (every Sunday and Wednesday)
- Directs activities

Secretary

- Takes minutes of the meeting
- Plans the induction ceremony
- Attendance
- Directs activities

Historian

- Keeps photo records of all the events
- Creates a record of the semester's event through any media she/he wishes
- Directs activities

Webmaster:

- In charge of the website
- In charge of the list serve

Positions appointed by the Executive board:

Fundraising Chair:

- In charge of all fundraising activities
- Directs members of the Fundraising committee

Country Presentation Chair:

- In charge of country presentations
- Finds club members to help plan country presentation