

Eboard Positions

These are the available e-board positions for the 2022-2023 year. These positions and duties listed however are not restricted solely to the one position. As an e-board we all meet and work together to plan out events, share ideas, collaborate together in order to run our organization smoothly. Each member of e-board has an equal opportunity to have a voice in the organization! If you have any further questions about the positions for e-board feel free to reach out to our e-board!

Director of Marketing

You are responsible for getting the word out about our club. You can do this by posting flyers around campus about upcoming events or posting on our social media webpages.

You will manage and be in charge of our social media account (Facebook, Instagram). That being said, you will be responsible for taking pictures of our events and posting them on our pages. Your role is vital because this is our way of staying connected with students and other organizations. Additionally, you will help to update our website with event dates, resources and any information needed.

****ULTIMATELY**** Your role as Director of Marketing is letting people know who we are as a club in the best way possible. Make us look interesting. Make people WANT to join the Pre Dental Association. Keep us connected with other students, LUC clubs, and dentists through social media apps.

Director of Membership:

You will manage the members of our clubs. You will be collecting dues in the beginning of the semester, and you will also track people's attendance/ points record throughout the semester.

You will also be ordering food for our events.

You will be in strong coordination with the treasurer because you both will be dealing/managing with the money in our club.

You will also be responsible for reminding our members for upcoming events on our social media pages (work with director of marketing)

****ULTIMATELY**** your job is to ensure that our members are where they need to be. You are keeping track of their attendance record, and as the director of membership, you will be forming the greatest impressions on our members that will help the current eboard to choose new members for eboard in the future. You will KNOW the club members.

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Secretary:

You are responsible for sending emails out to our club members about future events, beneficial dental opportunities, school events, etc.

As Secretary, you will be responsible for managing our weebly website. You must keep it updated so that our members have a page they can safely and accurately rely on in case they have any questions/concerns about our organization.

You will also be responsible for updating/tweaking pre-existing presentations for our biweekly meetings. The role of secretary is great for someone who is organized and is able to keep track of all the necessary tasks to be completed.

Treasure:

You will be managing the money. You will be collecting dues, and you will also set a budget for our organization. You need to ensure that we are not overspending on food, supplies, etc. You will be placing orders for t-shirts, food for events, and working with SAGA with the financial budgets.

Director of External Communications:

Your job is extremely important and the most beneficial to our members. You will be the one who will bring in dental schools, directors of admissions, dental students, etc to come in and speak to our club members. You need to stay connected with dental schools, and be aware of any dental events nearby. Moreover, you will also need to be active on our email page in case any dental rep has reached out and is interested in teaming up/ working on an event together.

CAN Representative:

Your job is to attend the monthly CAN meetings as a representative of our organization. As CAN rep you will report back to our organization about the minutes from the meeting. This position is great for a freshman or sophomore who is looking to learn the rules and policies of organizations on campus and is looking to advance to a position such as President in the following years. This role is important as it is what ensures that our organization is following the RSO guidelines and is in good standings with the university.

NOTE:

You may pick your favorite position, and in your speech, talk about which position you are most interested in. However, that position is NOT guaranteed because a current eboard member may end up retaining their current position, or we may end up placing you in a role that we believe suits you best.

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Also remember, the position we place you in is not stagnant and permanent. You have the opportunity to change your role on eboard each year if you are interested and if the position is available.

Best of luck to all of our candidates!