

ASCE CALIFORNIA STATE UNIVERSITY NORTHBRIDGE

BOARD MEMBER APPLICATION



A COMMITMENT TO SERVING
OUR COMMUNITY

REVISED: APRIL 15TH, 2024



TABLE OF CONTENTS

<i>Mission Statement</i>	2
<i>Letter From the President</i>	3
<i>Submission Guidelines and Requirements</i>	4
<i>Executive Board Application</i>	5
<i>Officer Application</i>	6
<i>Project Manager Application</i>	7
<i>Appendix A: Organization Chart</i>	8
<i>Appendix B: Board Member Responsibilities</i>	9

MISSION STATEMENT

To inspire Leadership Development

To Bridge The Gap Between Theory & Practice

*To Facilitate An Environment In Which Students Can
Expand Their Professional Relationships*

*To Provide The Knowledge And Experience Needed To
Better Serve Our Communities*



MESSAGE FROM THE PRESIDENT



Luis Valdez

*CSUN ASCE President
2023-2024*

To all Prospective Board Members:

Thank you for taking the initiative by applying to become one of our board members for the 2024-2025 academic year. By applying to these positions has shown your courage and willingness to become a young leader. These positions are filled with challenges and rewarding experiences that will take you a long way in your future as an aspiring Civil Engineer.

Through my time as president, I have seen many members take opportunities that were presented to them such as interviews, career fairs, learning how to grow their resumes, being part of a technical team, and planning wonderful events. Throughout my 4 years in ASCE has blessed me with 3 internships in my undergrad with my current internship to become full-time upon graduating. From planning and attending Pacific Southwest Symposium in Hawaii to hosting workshops for our students has been nothing but rewarding knowing that I was able to help out all of our members. I know you will benefit from these leadership roles and have fun doing them as a shy little boy like myself to becoming the President is proof that ASCE will benefit you both career-wise and on a personal level.

The road to becoming a Civil Engineer is long and tough, but never give up and remember ASCE will take you there!

*Thank you!!!
Luis Valdez*

SUBMISSION GUIDELINES AND REQUIREMENTS

Submission Guidelines:

Completed board member applications with short responses and professional headshots are due in a combined PDF format and are to be submitted using this [link](#). Please title your application as "ASCE Executive/PM/Officer) Application - Full Name". Please upload your application into the folder based on your position: (ex. - Presidential Applications go into "Executive").

**You may apply to multiple positions however, you will only be selected for one.*

All Positions (Executive Board, Officers, and Project Managers):

Application Deadline: 11:59 PM on **Friday, April 26, 2024**

Please Include the Following:

- Complete Board Member Application (Application Form, Short Responses, and Professional Headshot)

Executive Board Member Positions:

The Executive Board Members include the following: President, Vice President, Treasurer, and Secretary. In addition to the Complete Board Member Application, those running for an Executive Board Member Position will be required to create a 2-minute video explaining why you are the best candidate for the position and your future plans. Get creative! You can upload your videos [here](#) and title them as "(Position) - Full Name".

**You may also submit a 15-second campaign ad (in portrait orientation) that will be showcased on our Instagram story.*

MANDATORY: THOSE APPLYING FOR AN EXECUTIVE POSITION ARE ALSO REQUIRED TO APPLY FOR AN OFFICER OR PROJECT MANAGEMENT POSITION. FAILURE TO DO SO WILL RESULT IN AN IMMEDIATE DISQUALIFICATION.

Video Deadline: 11:59 PM on Sunday, April 28, 2024

EXECUTIVE APPLICATION FORM

Applicant Information:

Applicant Name: _____

ASCE Member ID: _____

Major: _____

CSUN GPA: _____ Cumulative GPA: _____

Class Standing in Fall 2024 (Sophomore / Junior / Senior): _____

Projected Grad Date: _____

Phone Number: _____ CSUN Email: _____

Years Involved in CSUN ASCE: _____

Do You Work? Yes, _____ hours/week | No

Position Applying for (Refer to Appendix A and Appendix B):

Short Responses (Maximum 500 words per response, typed):

1. If you were to earn your position, how would you fulfill CSUN ASCE's mission statement? Refer to page 1 of the application.
2. Why do you want to have this position and what do you expect to get out of it?
3. What improvements can you make to both CSUN ASCE and to your desired position?

I also acknowledge that I have read and understood the responsibilities of becoming a board member and the requirements necessary. I will submit my 2-minute promotional video by April 26th. If elected, I will do my best to fulfill my duties associated with my position.

Signature: _____

Date: _____

OFFICER APPLICATION FORM

Applicant Information:

Applicant Name: _____

ASCE Member ID: _____

Major: _____

CSUN GPA: _____ Cumulative GPA: _____

Class Standing in Fall 2024 (Sophomore / Junior / Senior): _____

Projected Grad Date: _____

Phone Number: _____ CSUN Email: _____

Years Involved in CSUN ASCE: _____

Do You Work? Yes, _____ hours/week No

Position Applying for (Refer to Appendix A and Appendix B):

Short Responses (Maximum 500 words per response, typed):

1. If you were to earn your position, how would you fulfill CSUN ASCE's mission statement? Refer to page 1 of the application.
2. Why do you want to have this position and what do you expect to get out of it?
3. What improvements can you make to both CSUN ASCE and to your desired position?

I also acknowledge that I have read and understood the responsibilities of becoming a board member and the requirements necessary. If selected, I will do my best to fulfill my duties associated with my position.

Signature: _____

Date: _____

PROJECT MANAGER APPLICATION FORM

Applicant Information:

Applicant Name: _____

ASCE Member ID: _____

Major: _____

CSUN GPA: _____ Cumulative GPA: _____

Class Standing in Fall 2024 (Sophomore / Junior / Senior):

Projected Grad Date: _____

Phone Number: _____ CSUN Email: _____

Years Involved in CSUN ASCE: _____

Do You Work? Yes, _____ hours/week | No

Position Applying for (Refer to Appendix A and Appendix B):

Short Responses (Maximum 500 words per response, typed):

1. Why do you want to be a project manager?
2. What innovations do you plan to bring to your project?
3. Discuss your technical experience and if you don't have any, talk about the steps you'd take to gain the necessary knowledge to lead your team.

I also acknowledge that I have read and understood the responsibilities of becoming a board member and the requirements necessary. If selected, I will do my best to reach out to alumni/professionals, host bi-weekly meetings and frequently check in with the conference chair. I agree to fulfill my duties associated with my position.

Signature: _____

Date: _____

EXECUTIVE POSITIONS:

PRESIDENT

VICE PRESIDENT

TREASURER

SECRETARY

PROJECT MANAGEMENT

CONCRETE
CANOE

STEEL BRIDGE

ENVIRONMENTAL

GEO WALL

SURVEYING

SUSTAINABILITY

TECHNICAL
PAPER

TIMBER
DESIGN

TRANSPORTATION

OFFICER POSITIONS

OUTREACH
CHAIR

SOCIAL MEDIA
CHAIR

SOCIAL EVENT
COORDINATOR

FUNDRAISING
CHAIR

PROFESSIONAL
LIAISON

FACILITY
MANAGER

GRAPHIC
DESIGNER

PSWS
COORDINATOR

APPENDIX B: EXECUTIVE POSITIONS RESPONSIBILITIES

President

The President shall preside over general meetings and board meetings of CSUN ASCE and perform all duties incumbent of such an office. The President, with the approval of the Executive Board, shall appoint all officers of CSUN ASCE. The President is the representative of the entire student chapter.

Vice President

The Vice President shall assist the President and shall assume the duties of the President in their absence. The Vice President is to oversee all Project Managers in their project progress. The goal of the Vice President is to oversee recruitment and retention of members.

Secretary

The Secretary notifies the Board Members, the Members of CSUN ASCE, the Practitioner Advisors, and the Faculty Advisor of all meetings and sends out reminders ahead of time. They notify the Members of CSUN ASCE of any upcoming events, as well as scholarships, networking, and internship opportunities.

Treasurer

The Treasurer monitors all funds belonging to the Student Chapter and the proper disbursement of funds. The Treasurer provides accounting reports at each board meeting. They are responsible for finding sponsors for CSUN ASCE.

Note: *Board Member responsibilities are not limited to the described tasks. Additional responsibilities may be assigned at the discretion of the President.*

APPENDIX B: BOARD MEMBER RESPONSIBILITIES

PSWS Coordinator

The PSWS Coordinator works with the Faculty Advisor and the Treasurer to ensure that all means of funding have been exercised. They coordinate student involvement, including registration, travel and lodging arrangements for all Symposia. They obtain the rules for the individual competitions of the Pacific Southwest Symposium, ensures that each competition has a team with a designated Project Manager, and coordinates with the Vice President on the progress of each team. It is the Coordinator's responsibility to find all conferences that will be beneficial for the members of CSUN ASCE.

Outreach Chair

The Outreach Chair is responsible for organizing community service events and K-12 outreach events for CSUN ASCE. It is also their responsibility to find potential service opportunities with other ASCE student chapters and the ASCE Los Angeles Younger Member Forum. The Outreach Chair is also responsible for setting up In-Class Presentations to gather newer members in ASCE.

Professional Liaison

The Professional Liaison connects our student organization with various professional communities, other ASCE Student Chapters in the Los Angeles Section, and other CSUN clubs and organizations. They organize engineering-related presentations, informational sessions, and site visits bi-weekly.

Note: *Board Member responsibilities are not limited to the described tasks. Additional responsibilities may be assigned at the discretion of the President.*

APPENDIX B: BOARD MEMBER RESPONSIBILITIES

Fundraising Chair

The Fundraising Chair plans and executes all fundraising activities related to obtaining monetary donations for the Student Chapter. They keep organized records of all fundraising activities such as who participated, who was reimbursed, what money was brought in. They are in constant communication with the Treasurer in order to bring revenue to CSUN ASCE.

Social Event Coordinator

The Social Event Coordinator creates social events throughout the month. They promote the events through CSUN ASCE social media outlets and at general meetings. They host joint events with other ASCE student chapters, ASCE Los Angeles Younger Member Forum, and other student organizations. They will host events that promote relationships amongst members and the community.

Facility Manager

The Facility Manager purchases food and beverages in order to satisfy the CSUN ASCE members in the CSUN ASCE lounge. They track the inventory and materials being sold by CSUN ASCE. Furthermore, they record the food, beverage, and miscellaneous transactions on a daily basis and must relay that information to the treasurer. They order catering for CSUN ASCE general meetings. The Facility Manager assigns a team of board members every week to organize and maintain JD 1565.

Note: *Board Member responsibilities are not limited to the described tasks. Additional responsibilities may be assigned at the discretion of the President.*

APPENDIX B: BOARD MEMBER RESPONSIBILITIES

Social Media Chair

The Social Media Chair is responsible for maintaining an active presence on social media platforms including the CSUN ASCE website. They record all CSUN ASCE sponsored events through photos and videos. They provide photos and videos for the ASCE Annual Report and Social Media accounts. The Social Media Chair advertises events and posts announcements on the CSUN ASCE Social Media accounts.

Graphic Designer

The Graphic Designer is responsible for designing promotional items and creating clothing designs for CSUN ASCE. They must also produce content for events that include but is not limited to recruitment, scholarships, etc.

Project Managers

The Project Managers oversee the technical and physical development of respective projects including: design, fabrication, and competition. They maintain the project schedule, monitor finance to ensure sufficient funds, and maintain facilities and workspace.

Liaisons For Other CSUN Organizations

The Organization Liaisons must share with the ASCE Board their upcoming events for their student organization in order to avoid time conflicts. The CSUN ASCE President and Organization Liaisons must work together to ensure the development of Civil Engineering students at our university.

Note: *Board Member responsibilities are not limited to the described tasks. Additional responsibilities may be assigned at the discretion of the President.*