

LET THE LEADER IN YOU SHINE.

**JOIN THE CNCM STUDENT
ASSOCIATION LEADERSHIP TEAM!**



Your involvement as a student leader can create opportunities and deepen relationships in our program community.

Apply now.



CNCM

Negotiations and
Conflict Management
Student Association

We Need YOUR Help!

Many of our officers and members are graduating this semester and next semester!

For CNCM to continue advocating for students and hosting events, we need more officers!

Please email CNCMAssociation@UBalt.edu to inquire & apply today!

The Executive Officers include:

- President
- Vice President
- Treasurer
- Secretary
- Chief of Staff

The Executive Cabinet includes:

- Executive Officers
- 5 Cabinet Positions
- Committee Chairpersons

**While the descriptions are extensive, please know the organization's operations are well established, extensively mapped & documented, and easily accomplished.*

Official Position Descriptions:

All Executive Officers:

- ★ Ensure the operations of the organization are in alignment with the organization constitution
- ★ Attend mandatory Student Organization Workshops as required by the Center for Student Involvement
- ★ Attend internal budget meetings
- ★ Participate in the Transition Meeting and transition process
- ★ Transition newly elected officers to their position at the conclusion of their term
- ★ Set an estimated budget of events before each funding allocation period.
- ★ Submit paperwork and documentation required by CSI
- ★ Keep, maintain, and submit itemized receipts as needed to document financial transactions
- ★ Participate in the decision-making process, meetings, and discussions
- ★ Serve as committee chairs as needed
- ★ Maintain read/write access to the CNCM Association website, email account, OrgSync portal and social media accounts.
- ★ Administrator access in OrgSync is limited to only executive officers
- ★ Make all financial decisions for the Association via majority vote of Executive Officers.
- ★ Protect the assets and resources of the organization, and the personal information of the members
- ★ Review and approve each month's Treasurer Report
- ★ Other duties as designated by majority vote of executive officers

President:

- ★ Represents the CNCM
- ★ Calls special meetings of the entire organization or cabinet when deemed necessary.
- ★ Ex-officio member of organization related committees.
- ★ Call special elections when necessary.
- ★ Preside over all meetings.
- ★ Signs all necessary correspondences.
- ★ Serves as a backup to the treasurer
- ★ Call to vote
- ★ Attend all meetings pertaining to changes in club policy and/or working with representatives outside of the CNCM Association
- ★ Shall have the exclusive power to appoint committee chairs where needed.
- Must be a CNCM program student

Official Position Descriptions:

Vice President:

- ★ Preside over meetings if President is unavailable
- ★ Must attend all meetings pertaining to changes in club policy and/or working with representatives outside of the CNCM Association
- ★ Take minutes in the absence of the secretary

Treasurer:

- ★ Handles all financial transactions for CNCM
- ★ Record and report finances
- ★ Develop budgets in collaboration with Executive Officers
- ★ Keeps an accurate record of all income and expenditures
- ★ Reports frequently to the Executive Cabinet and general membership on the financial status of the organization
- ★ Submits all payment requests via OrgSync and signs appropriate financial expenditure requests
- ★ Attend mandatory CSI Financial trainings, including budgeting and supplemental funding workshops

Secretary:

- ★ Record minutes of all meetings and distribute to all members
- ★ Track attendance and active membership of CNCM Association members
- ★ Correspond with the members at-large on the Association's behalf
- ★ Check and reply to CNCM association email
- ★ Compile and distribute a bi-monthly newsletter about Association events and opportunities.
- ★ Take pictures at all events and post to OrgSync and social media
- ★ Update "How-to" binder for future Executive Officers

Chief of Staff:

- ★ Oversee committee chairs
- ★ Oversee documentation and reporting for the organization
- ★ Support the organization in operational functions
- ★ Other duties as assigned by the President and Executive Officers

Committee Chairs:

- ★ Members at-large who elect to take a leadership role in fulfilling a specific objective or area of focus.
- ★ Responsible for managing and organizing all aspects of the event, as applicable
- ★ Responsible for maintaining communication with the Executive Officers.