

Before the H-Core “Business stuff” here is a quick word:

Yo guys! Glad to know that you have opened the attachment and thus are considering being an officer next year for the Outdoor Club. It’s going to be hard work and will test and refine your ability to work with others, manage / balance your time, and still remain passionate for what you are doing. No worries, you got this. ☺ Mungu abariki sana rafiki jangu...God bless you very much my friend...

With much love,

Wann-san

Requirements for running for office:

- Member of the Outdoor Club with dues paid preferred.
- Current Abilene Christian University student, either undergraduate or graduate.
- Experience as a leader preferred
- Has a lifestyle of Christian knowledge, ethics, and service in the outdoors.
- E-mail the following information before April 23, 2009:
 - Name
 - Classification
 - Major
 - Hometown
 - Mugshot
 - Statement: In no more than 150 words, describe why you are running for office. Include your past leadership experiences, outdoor interests, and your ideas for the Outdoor Club.

Elected Positions: Officers

President:

- Oversees the functions and operations of the organization and delegates tasks as needed, leading officer meetings once a week and mobilizing frequent club wide meetings.
- Serves as a liaison with administration, faculty, staff, and other members of ACU and the community.
- Works closely with all other officers. When these positions are not filled, the President is responsible for their duties.
- E-mails club updates to keep members informed of activities.
- Regularly prays for the organization and its members.

Vice President of Events:

- Plans, organizes, prepares for, equips leaders for and executes each outing.
- Documents the trip location, attendance, and pros / cons to serve as a reference example for future trips and future officers.
- Plugs members into leadership positions as cook group leaders, trip leaders, etc. in the effort to groom them for future leadership.
- Regularly prays for the organization and its members.

Vice President of Service:

- Plans, organizes, prepares for, equips leaders for and executes each service project.
- Documents the service project location, attendance, and pros / cons to serve as a reference example for future trips and future leadership.

Vice President of Meetings:

- Assumes the role of the President in his or her absence.
- Keeps regular minutes of all officer meetings and club wide meetings, posting these in organized fashion within the GoogleDocs system.
- Documents trip reports and service project reports from the V.P of Events, and V.P. of Service in the GoogleDocs system.
- Updates the organization website with important information and photos of recent outings, service projects, etc.
- Ensures that photos are taken to document each club activity.

Vice President of Advertising:

- Uses myACU ads, chapel power-point slides, campus poster, campus center booths / tables to promote Outdoor Club Activities.
- Creates and designs posters / flyers for community wide advertisement of the Red Dirt Adventure Challenge

Intramural Director

- Attends regular meetings and works as a constant liaison between the organization and Campus Intramural Office.
- Communicates sign-up deadlines, cost and other information the various sports offered throughout the year.
- Collects money from participants.
- Co-ordinates with the Intramural Office for allowing of Intramural Points for the Red Dirt Adventure Challenge.

Treasurer:

- Works with President to develop a detailed budget for each semester.

- Turns the budget into the Students' Association Treasurer on time and meets with him or her to go over the approved budget.
- Works to cash checks from dues.
- Reimburses members for approved club-related expenses.
- Helps acquire p-card for purchasing items.
- Submits receipts to Students' Association Treasurer and makes sure that he/she is up to date with the organizations budget.
- Maintains a separate budget for club dues.
- Keeps the President up-to-date on the overall budget.

Red Dirt Adventure Challenge Director:

- Appointed during the fall semester.
- Develops an Adventure Race Committee to plan and lead the annual Adventure Race.
- Works as a liaison between organization and Abilene State Park management.
- Equips Adventure Race Committee persons to establish race sponsorship.
- Works with the Director of Student Organizations in submitting race liability waiver, racer information, and health statement forms for legal review.
- Co-ordinates Special Event Insurance for the event and submits contract for review to the Director of Student Organizations.
- Establishes a source of canoes for rental for the race.
- Co-ordinates with Hardin Simmons University students and staff for overall operation of the race.
- Co-ordinates an informed staff of volunteers.
- Co-ordinates race day food, t-shirts and many other details of the operation of the race.