

Stephanie Cedeño
Vice President
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Self-Assessment

As Vice President, it is my responsibility to do the following as said in the Constitution:

Section 2: It shall be the duty of the Vice-President to:

- A. Act in the full capacity of the President in his/her temporary absence and assume the office in the event of the President's removal or resignation,*
- B. Ensure that all members meet the requirements of the BUAAA,*
- C. Preside over all voting processes Prepare and organize the topics for weekly meeting, including updating the website in regards to those topics, and managing all logistics for said meetings*
- D. Act as the Executive board's coordinator of intellectual events, including but not limited to, colloquia, symposia, and guest lecturers and;*

Weekly Meetings

As an Eboard, we were smart to pick the weekly meeting theme topics at the beginning of the semester as to avoid spending time on a theme for the meeting at every Eboard meeting. I suggest doing this again as it also saves stress on the Vice President as well as the rest of the Eboard. The weekly meeting topics were basically themes in current events and international relations. Therefore, the discussion was geared to a more intellectual and rounded debate where the audience could bring in current events. Only one meeting was dedicated to a simulation, which was the meeting before BarMUN to get people excited for our conference.

Because the task of creating a PowerPoint for a meeting is daunting, I created a PowerPoint template with simple instructions to distribute to the presenter. The PowerPoint template is encouraged for use; however, the presenter is not limited to the template. The PowerPoint template has an opening "Announcements" slide, that I edited for each meeting to reflect the current and upcoming events of our club. The rest of the template is just a mini guide that has a conclusion slide at the end telling the presenter where to send the PowerPoint once

done. I asked one of the presenters of the semester to give me their input on the PowerPoint template, and he expressed that the PowerPoint worked very well and gave him a better idea of what to do instead of starting from scratch.

Other Tasks

With the changing of the Constitution this semester, I am the coordinator of our organization's "intellectual events." This is an especially appropriate responsibility for the Vice President, especially because I am in the midst of planning a panel for the Spring semester on the Mexican "Drug War." Logistics should run really well (i.e. room reservations, possible catering, etc...). With this responsibility, I have drafted a proposal and I am in charge in setting a specific time as well as coordinating with the people. I am very lucky that I have a kind of mentor in this process who is Mexican, has worked in event planning and has ties to the Mexican Consulate. While this mentor came into my life upon coincidence, I highly advise having an older advisor to help with the event planning process to make upcoming events a success.

As the coordinator of our "intellectual events," I have also taken on the task of Alumni Weekend coordinator. I am looking forward to this task and have already been in contact with past alumni to coordinate what they have done for the first alumni weekend and a list of names to contact.

On a minor note, I have been posting the link to our weekly website post on our facebook page along with a message saying that all should attend our meeting of the week. I love using the Facebook page to post our events and announcements.

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Recommendations

I recommend that the current system that I use for planning weekly meetings (as recommended to me by Arjun Gupta, VP of Fall 2010) should be standardized. It is as follows:

- 1) Once the meeting is set, make sure to send the presenter an email with the attached PowerPoint template as well as the deadlines to meet (when to send in the “blurb” for the website, when to turn in the PowerPoint, etc...)
- 2) Meet with the presenter personally to tie up loose ends as well as make sure they are on task with their presentation (This fall semester, we have been very lucky about this!)
- 3) Have a back up plan just in case something happens with the scheduled meeting. (I’ve been using the most interesting case of Brazil as a backup, because you never know!)
- 4) Go to the room early to make sure everything is in order.

If a younger member is to do a presentation, I suggest meeting with him or her other in addition to the scheduled times that the VP meets with normal presenters, in order to develop the topic better. Many times, new members need confidence and pairing him/her up with another Eboard member really gives them that needed boost.

Lastly, while I am a strong proponent of sitting down with the Eboard to set the agenda for the weekly meeting topics, leaving an open slot or two for a meeting is advisable. Leaving an open slot for a meeting gives you the opportunity to allow other members to suggest ideas. I had a member ask if they could suggest a topic. As Vice President, I’d like to foster more member participation in this regard, especially because I am the overseer of the weekly meetings.