

# FRESH

## POSITION DESCRIPTION: PRESIDENT-ELECT

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### Duties/Responsibilities pertaining to the President-Elect include, but are not limited to:

- Fill the position of President for the year immediately preceding his/her year as President-Elect. This means that the President-Elect is a **two-year commitment**.
- In the absence of the President, the President-Elect will take over the duties and role of the President.
- Shadow the President to gain understanding of the responsibilities and duties of this position.
- Assist the President with coordinating two Peer Educator orientation sessions at the beginning of the academic year including:
  - Updating presentation PowerPoint and Training Guide
  - Working with VP Administration to determine orientation dates
  - Communicating with PEs and executive members via OWL announcements
  - Ensuring all members attend
  - Terminating any PEs who did not attend unless extenuating circumstances prevented them from attending (discuss with Faculty Advisors before action)
- Brainstorm, create, and organize FRESH social events (approximately 2 per year) and organize the year end social event.
- Create practice 'scenarios' for Peer Educator meetings (twice a semester; submitted 2 weeks before the meeting); these scenarios will allow PEs to practice responding to potential questions asked by a FRESH attendee.
- Organize the Peer Mentor Program:
  - Recruit returning FRESH members to be Peer Mentors; assign new Peer Educators to a Peer Mentor
  - Work with Peer Mentors to help introduce themselves, making sure they are interacting with their assigned PEs at meetings
  - Check in with Peer Mentors on a monthly basis to ensure they are fulfilling their roles and PE questions are properly answered
  - Act as a support system for Peer Mentors with any difficulties that arise
- Represent the President in the event he/she cannot attend a FRESH meeting and/or function.
- Actively contribute to executive and PE meetings through conversation, idea generation, agenda content, etc.
- Organize Western News articles including:
  - Communicating with Western News editor to determine the feasibility of having articles published
  - Collecting news articles from PEs
  - Editing articles with VP Resource Development
  - Providing feedback to PEs before full hours are rewarded
  - Communicating with VP Administration to indicate PE volunteer hours earned

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- Communicating with PEs to ensure articles are evidence-based and appropriate in terms of subject, language, etc.
- **Take the initiative to find projects to lead, formulate ideas, etc;** discuss with the President and Faculty Advisors prior to action.
- Communicate with President to assist with tasks.
- Respond to e-mails within 24 hours; this includes providing feedback to VP's inquiries, documents, etc.
- Assist the President with recruiting PEs and Executive members for the upcoming year (usually in February and early March for FN students in years 2-4; September for 1<sup>st</sup> year/transfer students) including:
  - Update and revise VP position descriptions as required
  - Determine number of members needed for the upcoming year (usually 40 FN students in years 2-4 and 10 1<sup>st</sup> year FN students)
  - Communicate with VP Social Media and VP Website to ensure recruitment is advertised promptly
  - Communicate with Sierra Carnegie to ensure all FN students are informed of the recruitment period
  - Collect resumes and applications; respond to all applicants indicating we received their application
  - Review resumes and applications with the President
  - Contact all applicants indicating their acceptance or non-acceptance
  - Inform accepted PEs of "next steps" (i.e., get Food Handlers' Certification before September; watch for OWL announcements; etc.)
  - Link incoming VPs with current VPs to ensure they are trained in their position *before the end of the academic year (April)*
  - Add new PEs and Executive members to OWL page; remove former PEs and executive members
- Communicate with the outgoing President to ensure the following academic year runs smoothly.
- Attend FRESH ED events in the event that VP FRESH ED or other VPs cannot attend

## **Duties/Responsibilities as a FRESH Executive Member include, but are not limited to:**

- Attend all FRESH Executive and Peer Educator meetings; be prepared to contribute new ideas, provide feedback, and actively participate in meetings.
- Communicate with Faculty Advisors, Executive members, and Peer Educators in a timely, respectful manner.
- Participate in at least 2-3 FRESH ED presentations per academic year.
- Report PE volunteer hours to the VP Administration on the last day of each month or earlier.
- Maintain confidentiality of specific aspects of the program's activities.
- Demonstrate:

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- Excellent organizational and leadership skills
- Advanced communication and interpersonal skills
- Commitment to the success of the FRESH program and its activities
- Professionalism

I have read and understood the position description:

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Print Full Name

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Signature

Date