

Winter 2025

Deadline: March 2nd by midnight

Must attend Speech day: March 3rd, 4:00pm - 5:00pm

English Majors Association Board Member Responsibilities

- **President**

- Responsible for overseeing officer duties, delegating tasks, and communicating with fellow officers and general body.
- Facilitates communication amongst board members to ensure smooth event planning, efficient organization, and that all members are fulfilling their assigned roles and tasks.
- Attends English Department meetings (undergraduate and departmental)
- Schedules and facilitates EMA weekly meetings.
- Helps compile and circulate quarterly course descriptions and organizes class presentations quarterly

- **Vice President**

- Assists the President in oversight of officers' duties and helps actualize ideas
- Stand-in liaison to English Department meetings and facilitator during EMA meetings
- Creates and handles event promotion via circulation of flyers.
- Contacts professors for Professor Talks and organize Professor Talk events.
- Overseer of event details and event organizations.

- **Alumni Coordinator**

- Manages and maintain the Networking and Mentorship program
- Communicates and works closely with the English Department Alumni Relations Committee.
- Organizes, coordinates, and facilitates quarterly alumni events (individual talks, panels, mixers, etc.)
- Helps keep President updated on employment/internship opportunities to share with English majors
- Obtains thank-you gifts for attending alumni from Alumni Center prior to alumni events

Contact Imons003@ucr.edu with any questions

- Executive Member

- Assists the board members in event details via decorations, placing flyers around campus, and picking up any necessary materials.
- Manages Instagram, posts events, reminders, and weekly engagement.
- Serves as a fill-in for any board member who needs help in fulfilling their duties
- Attends any/all necessary meetings and aids in quarter planning