



## **COGS Executive Board – Director of Event Planning**

MSU COGS

**Application**

<b>Position:</b>	<b>COGS Executive Board Director of Event Planning</b>
<b>Location:</b>	<b>Chittenden Hall, 466 W. Circle Dr, Room 120</b>
<b>Role Responsibilities:</b>	<b>Responsibilities as listed in COGS Bylaws:</b>
<p><b>6.11 Director of Event Planning</b></p> <p><b>6.11.1</b> There shall be a Director of Event Planning appointed by the Executive Board and approved by the Full Council.</p> <p><b>6.11.2</b> The Director of Event Planning shall be a non-voting member of the Executive Board and the COGS Full Council.</p> <p><b>6.11.3</b> The Director of Event Planning shall coordinate and plan COGS events within the guidelines of COGS, with the direction of the COGS Executive Board, and with the approval of the Full Council.</p> <p><b>6.11.4</b> The Director of Event Planning shall be responsible for obtaining, in coordination with the Executive Board, all permits and addressing all safety concerns for all events.</p> <p><b>Attendance:</b> The Director of Event Planning must be available to attend all of the Executive Board Meetings and Full Council Meetings. Council meetings take place once per month on Wednesday evenings from 6:30-8:30 PM.</p> <p><b>Application/Election:</b></p> <ul style="list-style-type: none"> <li>• All Graduate and Professional students who have paid the COGS tax and will be an enrolled student in the Fall and Spring for the academic year they wish to serve, are eligible to apply for this position.</li> <li>• A one page statement of interest as well as resume must also be included with the application to be considered.</li> <li>• Email application to <a href="mailto:office@cogs.msu.edu">office@cogs.msu.edu</a> or send to COGS at 466 W. Circle Dr. Room 120, Chittenden Hall.</li> <li>• The Director of Event Planning will be selected by the COGS Executive Board and forwarded to the COGS Full Council for approval.</li> </ul>	
<p><b>ATTACHMENT (1):</b></p> <p><i>Executive Board Application</i></p>	



# Council of Graduate Students Executive Board Director of Event Planning Application

First Name:

College:

Last Name:

Department:

Email:

Degree Type:

Address:

Expected Graduation Date:

Phone #:

1. Academic Year for which you are applying to serve: \_\_\_\_\_

2. Are you a COGS Representative?    Yes  / No

3. Statement of interest (One page long; Please attach a separate sheet)

4. Resume (Please attach.)

Signature: \_\_\_\_\_

Date: