**2019 - 2020 F1rst Gen Mason E-Board Contract**

We are a George Mason University Student Organization focused on the success of first-generation college students. ​F1rst Gen Mason (FGM) hosts a variety of events and service projects we provide the most up-to-date information about how to succeed in college and beyond.

By signing this contract, you agree to serve as a representative of FGM to empower the George Mason University first-generation community to realize its fullest potential through programs that raise first-gen awareness, access, support, and development.

An Executive Board (e-board) member must be a mature student who desires to grow and to help others to grow in the various areas of FGM’s goals. FGM e-board members will be responsible for planning and facilitating FGM programs that will appeal to the diverse population at George Mason University.

**Mission**

Our mission as F1rst Gen Mason is to create an educational and supportive network that will increase the retention and graduation rate of first-generation college students.

**Vision**

FGM’s vision is a world where first-generation students are supported and advance successfully throughout college.

**Goals**

* Academic Development: Facilitate workshops, study sessions, etc. There are plenty of opportunities to succeed!
* Chapter Development: Facilitate our General Body Meetings! Your opportunity to hang out with other fellow FGM members and friends. Food, music, and lots of useful information.
* Leadership Development: Taking on e-board duties and responsibilities is the best way to develop the leader within you and the members.
* Professional Development: We bring guest speakers with the purpose of helping members grow in their career path.
* Service: Engage in sustainable service and community engagement.

**Expectations**

* Attend mandatory weekly e-board meetings and end-of-semester retreats.
* Facilitate and participate in all FGM programs (e.g. general body meetings, service projects, tabling events, etc).
* Communicate frequently, contribute ideas, and reach out for support.
* Respond to emails and Slack messages within 48 hours.
* Be accountable for the tasks you’re assigned.

**Qualifications**

* Must be currently enrolled at George Mason University.
* Must maintain a minimum cumulative GPA of 2.5 throughout their elected term. Should an e-board member fall below the required GPA, they will automatically be removed from their office and the next officer in the line of succession will take their place until the position is filled. The Advisor will check e-board GPAs per semester.
* Must be in good academic standing with George Mason University.
* Abide by all university policies as set for by the George Mason University Student Code of Conduct.

**Terms of Impeachment or Resignation**

* Should an elected officer fail to perform the responsibilities or abuse the privileges of their elected position, the officer shall be subject to impeachment and removal from their office.
* Should an officer believe that they are unable to perform the outlined duties of their position, they shall write a formal request to resign from their elected or appointed position which shall be sent to the executive board or highest ranking officer for review.
* Should the resignation or impeachment of an elected officer occur, an emergency internal e-board election may take place if necessary. Nominations may be made from the floor, with nominees either accepting or denying the nomination. The e-board will vote via ballot. The nominee who receives the most votes will be instated into the vacated position.

**Position Responsibilities**

President

The role will be to lead, guide, and create strategies that will lead to the success of the organization. The roles and responsibilities of the President include but are not limited to:

* Be the official spokesperson of the group and preside at all meetings
* Maintain and improve contact with on-campus organizations and offices (i.e. Point of contact)
* Oversee all FGM-related events
* Have the power to establish any committee to conduct any business
* Manage work plans from executive board members and hold them accountable
* Delegate responsibilities among board members
* Prepare annual and semester strategic plans to meet the set goals and mission
* Maintains contact with organization advisor
* Coordinate FGM elections

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Vice President

The VP will work closely with the President. The VP may take over the presidency should the President not be present or resign from the position. The roles and responsibilities of the Vice President include but are not limited to:

* Assume the duties of the President in their absence (e.g. lead meetings)
* Shall be an ex-officio member of all committees
* Create a strong relationship with all other campus organizations and offices that the organization plans to work with for collaborations
* In charge of coordinating with other executive board members to ensure task execution
* Coordinate meeting times amongst executive board members with the President
* Attend intercultural leadership meetings (e.g. HLLA, APAC, BLR)

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Secretary

Will be in charge of maintaining organization within the FGM group. The roles and responsibilities of the Secretary include but are not limited to:

* Handle correspondence and keeps accurate minutes of all business meetings
* Distribute all minutes within one week of meeting
* Maintain current membership records for all members
* Create sign-in sheet for every event and Import attendance information after every event
* Responsible for sending all emails to general body members
* Review incoming emails within the F1rst Gen email account
* Responsible for booking all rooms, kiosks, and event spaces

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Treasurer

Will be in charge of all financial means (along with the President). The roles and responsibilities of the Treasurer include but are not limited to:

* Keep an accurate record of all financial accounts
* Maintain club account records with Student Involvement
* Provide monthly treasury report at e-board meetings
* Submit proposed budget in consultation of President and Advisor
* Oversee fundraising initiatives and the collection of membership dues
* Contact the Student Funding Board (SFB) and fill SFB forms for funding
* Responsible for obtaining reimbursements from Mason or Donation funds when necessary
* Create budgets for events

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Public Outreach Coordinator

Will be in charge of promoting the organization at every level on- and off-campus. The roles and responsibilities of the Public Outreach Coordinator(s) include but are not limited to:

* Responsible for recruitment of new members
* Responsible for creating initiatives to reach out to the community through kiosking, tabling, and word of mouth
* Responsible for maintaining all social media platforms regularly
* Create flyers to promote events hosted by F1rst Gen Mason
* Take pictures and record footage at events and service projects
* Facilitate the design and branding of F1rst Gen t-shirts and promotional items
* Responsible for monitoring social media to ensure it is the best representation of the organization
* Explore creative marketing tools

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Webmaster

Will be in charge of keeping the website on track. The roles and responsibilities of the Webmaster include but are not limited to:

* Responsible for maintaining currency of organization website
* Update website regularly (e.g. post F1rst Gen Friday, calendar)
* Responsible for all visual presentations for meetings
* Post planned events on GetConnected
* Maintain a detailed record of accounts and passwords used for any social media account opened, which will be passed down to the future executive boards

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Intern(s)

Will be responsible with providing overall support for all e-board members. The roles and responsibilities of the Intern(s) include but are not limited to:

* Provide overall support for all executive board members
* In charge of reaching out to the first generation students not associated with STEP or EIP
* Promote FGM Intern Program to recruit new interns
* Volunteers for events
* Shadow e-board members

By signing this contract for membership with the F1rst Gen Mason E-Board, you agree to the terms and conditions set forth here, the terms and conditions as set forth in FGM’s policies and bylaws at [getConnected](https://getconnected.gmu.edu/organization/FGM), which may be modified from time to time, such modifications to be effective for all members. If you object to anything in the terms and conditions in the F1rst Gen Mason policies or bylaws, please communicate this with the e-board.