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**COISO Cabinet Application Fall 2012**

Thank you for your interest in the Council of International Students & Organizations!

COISO is first and foremost a family of international students. We exist to promote cultural awareness and diversity on campus, and work to help integrate international students into the larger University of Miami student family. Throughout the year we host dozens of events, trips, and meetings in our mission to establish a large & happy international student family.

Our group has a long legacy here at UM, COISO was first established in 1967. We have been known for hosting a week long cultural festival known as International Week. In recent years, it has become one of the biggest events here on campus. In the spring, COISO was recognized as the Student Organization of the Year!

Cabinet exists primarily to aid the COISO executive board plan and execute all of our events. Applicants will be selected to fill positions in specialized roles needed to help successfully run the organization. We organized cabinet into three committees and three positions. Despite these positions it **should be understood that members of Cabinet need to be available to help in ALL aspects of COISO.** As a member of cabinet you will be required to meet **every week**. The meeting time will be chosen after all Cabinet positions are filled. Also please keep in mind that **you don’t need to be an international student to apply!**

**Cabinet Committees & Positions**

* **Public Relations Committee**-----Responsible for promoting all of COISO’s events. Activities include: Decorating, Painting, Coloring Drawing, Facebooking, Tweeting, Creating Posters using Photoshop or Dreamweaver, etc.
* **Sponsorship Committee**-----Responsible for finding sponsorship to fund many of the events COSIO has throughout the year. Activities include: Calling, emailing, fundraising, selling, general money-making etc.
* **Volunteer Committee**-----Responsible for coordinating at least one major volunteer event though out the year, facilitating COISO’s participation in various charitable activities, and being a liaison between COISO and the Butler Center for Student Leadership. Activities include: Volunteering.
* **Student Government Senator**-----Represent the interests and concerns of COISO and International Students in the Senate of UM’s Student Government.
* **Webmaster**-----Responsible for keep the COISO website up-to-date with current information.
* **Historian**:-----Responsible for keeping a record of COISO’s events throughout the year. Activites Include: everything about taking pictures.

**Directions:**

**Please completely fill out and turn in this application by 5pm Monday, September 3rd. You may submit this application either electronically to** **t.scott3@umiami.edu****, or in-person to the COISO Office UC213. Late applications will NOT be accepted. All applicants must also sign up for an interview with the COISO Executive Board. Interviews will be conducted between Tuesday September 4th and Friday September 7th . A sign-up sheet will be available on the door of the COISO office (UC 213) beginning on Tuesday, August 28th. Decisions will be released at the end of the day Friday, September 7th \*\*\*Those selected must be able to attend the Cabinet Retreat and Training on Sunday, September 9th at 11:00am\*\*\***

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Major: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I live : \_\_\_On Campus \_\_\_Off Campus (Mark one)

I want to be (which committee/position?) :

\_\_\_Sponsorship Committee Member

\_\_\_Volunteer Committee Member

\_\_\_ Public Relations Committee Member

\_\_\_Webmaster

\_\_\_Student Government Senator

\_\_\_Historian

\_\_\_Sponsorship Chair\*

\_\_\_Volunteer Chair\*

\_\_\_Public Relations Chair\*

Cellular Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Credits Enrolled in for Fall 2011: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please answer the following questions on a separate sheet of paper.**

1. Have you been involved with COISO before? If yes, please explain.
2. What position or positions are you applying for and why are you interested in this position?
3. What prior experience or skills do you have that will be useful in your chosen position?
4. Are there any other positions you would be interested in if you are not selected for your chosen position?
5. What other organizations/activities have you already committed to?
6. What are your time commitments for the year? Are you available on weekends? Please attach a schedule of any time commitments (class, work, other clubs, etc) so we can select the best time for our weekly meetings.

**\*If you are applying for a chair position, please answer the following questions on a separate sheet of paper.**

1. What do you think would be your strongest trait that would help lead your team?
2. What prior leadership experience do you have?
3. If you are not selected as the chair of your chosen committee, would you like to be a committee member on that committee?