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# FEMBA Council Handbook (2010/2011)

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The Fully-Employed MBA (FEMBA) Council is the voice of the FEMBA Student Body at the UCLA Anderson School of Management. The Council is composed of representatives from all three years of the FEMBA program and is responsible for monitoring the academic, social, and career enhancement opportunities available to the FEMBA student body. The Council representatives interface with fellow classmates, Executive MBAs (EMBA), Full-time MBAs (MBA), faculty, alumni and staff on a regular basis to ensure that the needs of their student body are represented in decisions that affect student life.

The FEMBA Council consists of 43 total members, a 7 member Executive Board and 36 Section Representatives. Each Spring term, the full Council elects the 7 Executive Board positions; President, Executive Vice President (EVP), and five Vice President (VP) positions specializing in applicable domains for the FEMBA program (Internal, External, Social, Marketing, and Council Affairs.) The group of Section Representatives is comprised of three distinct roles from each of the 12 sections: Internal Rep, External Rep, and Social Rep. The role of the Internal Rep is to be the voice of their section in academic and logistics issues on campus and report to the VP of Internal Affairs. Social Reps specialize in organizing the social and networking activities for their Sections, and report to the VP of Social Affairs. External Reps are the voice of their section to the Pro-MBA Career Services and Alumni Relations departments at Anderson, reporting to the VP of External Affairs. In non-section specific roles, the VP of Marketing oversees communications between the Council, the FEMBA student body, and the Anderson community as a whole; and the VP of Council Affairs oversees procedures and protocols essential to the functioning of the FEMBA Council, as well as managing relations with the ASA (Anderson Student Association) Cabinet, the governing body of the full-time MBA program.

Beyond just representing the voice of their respective FEMBA Section, the Council members also participate on Committees or Task Forces, which dig deeper into specific issues the FEMBA community encounters. Committees are permanent standing groups that address constant or recurring needs. Task Forces are impromptu groups of Council volunteers, gathered to address an immediate and acute issue. Each year the Executive Board addresses which areas or initiatives need Committees, and recruits from the FEMBA Council individuals to participate at will.

An important part of the UCLA Anderson experience and in developing essential MBA leadership skills is learning to work in teams effectively. FEMBA Council provides an opportunity for students to take the theoretical lessons they learn in CORE classes and apply them to applicable real-live situations in student governance. Furthermore, FEMBA Council allows the students to make an impact on the program which they've chosen to impact three milestone years of their lives.

We, the members of FEMBA Council, have proudly developed a strong relationship with the faculty, staff, deans, and sister MBA and EMBA programs, and strive to collaborate with our ASA Cabinet counterparts in maintaining a unified Anderson community. We welcome and encourage any FEMBA with a desire to help shape the UCLA Anderson program to step up and get involved with the FEMBA Council or any organization at Anderson.

*Dutifully Yours,*

<b>Nick Avallone</b>	<b>President</b>
<b>Kristen Moore-Brown</b>	<b>Executive VP</b>
<b>Jonathon Schurger</b>	<b>VP Internal Affairs</b>
<b>Belinda Cheng</b>	<b>VP Social Affairs</b>
<b>Sam Fatoohi</b>	<b>VP External Affairs</b>
<b>Ricky Ng</b>	<b>VP Council Affairs</b>
<b>Christina Robertson</b>	<b>VP Marketing</b>



## Executive Board

The FEMBA Council Executive Board is a group of 7 people elected in the spring whose job it is to oversee and run all of the operations of FEMBA Council. Below is a list of the board members and their contact information, followed by descriptions of each position and their responsibility. Each Executive Board member chairs one of the committees, detailed later in this document, each of whom will be available to find answers to any questions you encounter. However, you may contact any member of the board with questions as well. *(More information on the role of each board member can be found in the FEMBA Council Charter.)*

### 2009/2010 FEMBA Council Executive Board

Position	Name	Locale	Contact #	E-mail
President	Nick Avallone	Newport Coast, CA	(949) 293-1962	<a href="mailto:nicholas.avallone.2011@anderson.ucla.edu">nicholas.avallone.2011@anderson.ucla.edu</a>
Executive Vice President	Kristen Moore-Brown	Manhattan Beach, CA	(360) 790-3472 (310) 545-1727	<a href="mailto:kristen.moore-brown.2011@anderson.ucla.edu">kristen.moore-brown.2011@anderson.ucla.edu</a>
VP, Council Affairs	Ricky Ng	Monterey park, CA	(626) 319 7927	<a href="mailto:ricky.ng.2012@anderson.ucla.edu">ricky.ng.2012@anderson.ucla.edu</a>
VP, Internal Affairs	Jon Schurger	Santa Monica, CA	(949) 244-0163	<a href="mailto:jonathon.schurger.2011@anderson.ucla.edu">jonathon.schurger.2011@anderson.ucla.edu</a>
VP, Social & Networking Affairs	Belinda Cheng	Los Angeles, CA	(310)948-1018	<a href="mailto:belinda.cheng.2011@anderson.ucla.edu">belinda.cheng.2011@anderson.ucla.edu</a>
VP, External Affairs	Sam Fatoohi	Sherman Oaks, CA	(310) 490-9289	<a href="mailto:sam.fatoohi.2012@anderson.ucla.edu">sam.fatoohi.2012@anderson.ucla.edu</a>
VP, Marketing	Christina Robertson	Buena Park, CA	(562) 889-2715	<a href="mailto:christina.robertson.2012@anderson.ucla.edu">christina.robertson.2012@anderson.ucla.edu</a>



## Section Representative Responsibilities

**Internal Reps:** Internal Reps deal with academic and logistical issues on campus. These might include helping classmates figure out how to deal with scheduling conflicts, communicating student concerns to faculty and administration, and keeping the section informed on new developments on campus. Internal Reps should send out at least one e-mail per month to their section detailing upcoming events and deadlines. (See suggested format for section-wide communications.) If Internal Reps need help, their first stop should be to Jon Schurger, the VP, Internal Affairs.

**Social Reps:** Social Reps' responsibilities include planning and developing social/networking events. Mainly, this includes after-class happy hours, section events and working with VP, Social & Networking Affairs on the annual Halloween Party and End Of Year Party. Social Rep should also plan activities that can cater to the varying demographics of their section – e.g. families, couples and singles. (See suggested format for section-wide communications.) Social Reps do not need to attend all functions, but he or she should understand the details of any given event. If Social Reps need help with something, their first stop should be to Belinda Cheng, the VP, Social & Networking Affairs.

**External Reps:** External Reps deal with career services and the alumni network. This means working to ensure that their sections know about all of the many resources and events offered by OP MBA Career Services and the Office of Alumni Services, and communicating student concerns back to Career Services and Alumni Services. Among other things, External Reps are expected to:

- attend OP MBA Career Services Committee meetings, held twice per Quarter
- attend meetings of the FEMBA Alumni Relations and Development (ARD) Committee
- represent the student body at alumni events (such as Alumni Weekend)
- participate in the annual Anderson Affiliates campaign
- represent the student body at recruiting events

External Reps should send out at least one e-mail per month to their section detailing information on upcoming career services-related events and deadlines. (See suggested format for section-wide communications.) If External Reps need help with something, their first stop should be to Sam Fatoohi, the VP, External Affairs.



## Section Communication Guidelines

One of the most important responsibilities of any section rep is to communicate regularly with his/her constituents. Communicating can take a variety of forms from sending out emails, to hanging signs or writing on a white board at the start of class, to simply chatting with classmates at social events. However, FEMBA Council requires that there be at least one formal communication to every section by email per month.

One of the great challenges for section reps is how to get their formal email communications read. FEMBA's receive a lot of email and few have time to read every single piece of email they get. The key to getting your email communication read is to make it brief, funny and relevant. For instance, it's not a good idea to send out a weekly email if you don't really have any news to share. People will quickly stop reading your email messages. Send out an email message when it is necessary - when you have something important to say that you know a substantial majority of your section mates will be interested in. Don't clutter their email box with endless messages about every club activity or happy hour. Your job as a rep is to pick and choose from among the myriad of junk messages you get as to what is really the most important for your section mates and relevant to your responsibilities. For instance, if you're an External Rep, don't send out messages about happy hours. Leave that to the Social Rep. And if you're the Social Rep, don't send out messages about upcoming tuition deadlines, because that's really the responsibility of the Internal Rep.

1. **Make it personable** - Don't just repeat messages sent to you. Rewrite them in your own voice. Add humor or perspective where it helps to get across the point of the information.
2. **Synthesize** - Don't send out a laundry list of all events. Pick and choose those that are relevant to your position and that seem the most important for your section mates.
3. **Not too long** - Don't ramble on. People don't like to scroll, and if it looks like a book, many won't even open it. Keep the writing airy and short. Use lists, bullet points, etc. If you want to tell a funny story, that's great, but do so at the end of the message after you've gotten the most pertinent info out. That way your busier section mates can glean quickly what they need to know from it; and those who have a little more time can scroll down and read your funny story.
4. **Frequency** - Don't send out messages too frequently. Resist the urge to send them out on a fixed weekly schedule, for instance. Send out a message when something important comes up. We require that you communicate with your section a minimum of once a month, but that's because we know there is never a month at Anderson that doesn't involve some very important events that your section mates need to know about. But if you start spamming your section mates too frequently, they'll pretty soon let you know that they're annoyed. We get enough email at Anderson. On the other hand, we've encountered many reps over the years who don't communicate with their sections at all. As far as we're concerned, that's negligence. Communicating important and pertinent information is perhaps the most important responsibility of your job.
5. **Collaborate** - Consider collaborating with your other section reps. We've heard of sections where the Social, Internal and External reps get together every few weeks and put together a single, email that synthesizes all the important social, academic, career and networking activities. Be careful with this, however, because you may end up violating the "Not Too Long" rule.



## Reimbursement Policies

### Background:

Each section has \$400 available for use per year. These funds may be used for individual section social events, or can be pooled together with the funds from other sections for larger events.

### Specifics:

The funds can be used for the following:

- o Food
- o Non-alcoholic beverages
- o Cost of attendance to events

The funds cannot be used for alcoholic beverages, per University policy.

### Process:

Although FEMBA Social Rep Funds are budgeted, we want to ensure that social events both provide value to the section, and that the Social Rep will be able to be reimbursed for expenses, per University policy. For these reasons, the following process MUST be followed:

1. Two (2) weeks prior to holding an event, the Section Social Rep must email the Executive VP, the Social VP, and the FEMBA Office Liaison to the FEMBA Council with the following information:
  - a. The date and time of the event
  - b. The number of section members expected to attend
  - c. The purpose of the event
  - d. The amount that is expected to be spent and what is to be purchased with the funds
2. Within 48 hours of receiving the email, the Executive VP will reply with either approval or follow-up questions. Please note that these questions will be from any of the three recipients of the email and are to ensure that social events provide value to the section and that the Rep will be reimbursed for the expenses, per University policy.
3. At your event, please be sure to keep track of the following, as you will need to turn them in with your reimbursement form:
  - a. The names of the attendees of the event, if more than 12 people attended the event, then please also state the group name (e.g., FEMBA Class of 2013 Section 1)
  - b. The original itemized receipt for the event
  - c. The original itemized receipt statement showing how the event was paid
4. Within one (1) week after the event is held, the Social Rep is to complete the reimbursement process as follows:
  - a. Fill out the FEMBA Council Expense Reimbursement Form
  - b. Make copies of the FEMBA Council Expense Reimbursement Form, the list of attendees, the itemized receipt, and the receipt payment statement
    1. One copy must be kept for your personal records
    2. One copy must be placed in the inbox for the Executive VP
    3. The originals must be turned in to the FEMBA Office Liaison to FEMBA Council.
5. Please note that if a contract for services is involved, an unsigned contract must be submitted to the FEMBA Office Liaison to the FEMBA Council for perusal and approval by our Wilshire business office. Please plan early. If a payment plan is involved, reminders must be sent three (3) weeks prior to the payment receipt date.

A copy of the FEMBA Council Expense Reimbursement Form is attached as Exhibit A.



## Administration Contacts

Figuring out who the best person to talk to in the program can be challenging. As a student leader, you will meet many of the people below during the course of the year, but it will take some time learning who does what. Below is a list of some of the staff and their responsibilities. There are also two other places where you can find detailed information about the staff:

1. In the FEMBA Student Resource Guide - the paper-based manual given to all students in the beginning of the school year
2. On the front page of your myAnderson account is a "Directory" tab - underneath it is a link to "FEMBA Staff". This takes you to a pretty good directory that includes headshots of each staff member.

The FEMBA staff members are mainly located in two locations: on the third floor of the A building in room A310, and on the ground floor in room A101.

Title	Name	Contact #	E-mail
Dean of the John Anderson School of Management	Judy Olian	310-825-7982	<a href="mailto:judy.olian@anderson.ucla.edu">judy.olian@anderson.ucla.edu</a>
Associate Dean of Students, FEMBA	Carla Hayn	310-206-9225	<a href="mailto:carla.hayn@anderson.ucla.edu">carla.hayn@anderson.ucla.edu</a>
Associate Dean of Students, FEMBA	Gonzalo Freixes	310-794-6640	<a href="mailto:gonzalo.freixes@anderson.ucla.edu">gonzalo.freixes@anderson.ucla.edu</a>
Senior Director Student Affairs & Operations	Tori Blair	310-206-3393	<a href="mailto:tori.blair@anderson.ucla.edu">tori.blair@anderson.ucla.edu</a>
Director, Student Affairs	Melissa Jimenez	310-825-5929	<a href="mailto:Melissa.jimenez@anderson.ucla.edu">Melissa.jimenez@anderson.ucla.edu</a>
Director of Operations, FEMBA	Michael Fontanez	310-825-7803	<a href="mailto:michael.fontanez@anderson.ucla.edu">michael.fontanez@anderson.ucla.edu</a>
Director of Admissions	Dylan Stafford	310-206-3745	<a href="mailto:dylan.stafford@anderson.ucla.edu">dylan.stafford@anderson.ucla.edu</a>
Class Manager, Class of 2011	Elizabeth Ballmer	310-206-5899	<a href="mailto:elizabeth.ballmer@anderson.ucla.edu">elizabeth.ballmer@anderson.ucla.edu</a>
Class Manager, Class of 2012	Teri Szabo	310-206-4134	<a href="mailto:teri.szabo@anderson.ucla.edu">teri.szabo@anderson.ucla.edu</a>
Class Manager, Class of 2013	Amjad Ezzour	310-825-5929	<a href="mailto:amjad.ezzour@anderson.ucla.edu">amjad.ezzour@anderson.ucla.edu</a>
Director of Financial Aid	Deb Mincey	310-267-5124	<a href="mailto:deb.mincey@anderson.ucla.edu">deb.mincey@anderson.ucla.edu</a>
Associate Director, Student Affairs	Kuni Kondo	310-206-9061	<a href="mailto:kuni.kondo@anderson.ucla.edu">kuni.kondo@anderson.ucla.edu</a>
Administrative Director of GAP	Bonny Kim	310-825-5091	<a href="mailto:bonny.kim@anderson.ucla.edu">bonny.kim@anderson.ucla.edu</a>
Senior Course Manager, GAP & Special Events	Patty Gonzalez	310-794-4449	<a href="mailto:patty.gonzalez@anderson.ucla.edu">patty.gonzalez@anderson.ucla.edu</a>
Assistant Administrator, GAP	Michelle Poncetta	310-206-3294	<a href="mailto:michelle.poncetta@anderson.ucla.edu">michelle.poncetta@anderson.ucla.edu</a>
Executive Director of the Alumni Network Office	Bob Pettit	310-206-0647	<a href="mailto:bob.pettit@anderson.ucla.edu">bob.pettit@anderson.ucla.edu</a>
Alumni Relations Committee, Alumni Network Office	Mikko Sperber	310-206-7731	<a href="mailto:mikko.sperber@anderson.ucla.edu">mikko.sperber@anderson.ucla.edu</a>
Associate Director of EMBA and Alumni Career Services	Susan Dearing	310-206-9283	<a href="mailto:susan.dearing@anderson.ucla.edu">susan.dearing@anderson.ucla.edu</a>
FEMBA Career Coach & Associate Director, Career Services	Gordon Hill	310-825-9532	<a href="mailto:gordon.hill@anderson.ucla.edu">gordon.hill@anderson.ucla.edu</a>
FEMBA Career Coach & Associate Director, Career Services	Susan Cowell	310-206-2746	<a href="mailto:susan.cowell@anderson.ucla.edu">susan.cowell@anderson.ucla.edu</a>
OPMBA Career Center Operations	Anne Dela Cruz	310-794-4490	<a href="mailto:anne.delacruz@anderson.ucla.edu">anne.delacruz@anderson.ucla.edu</a>
Associate Director of Events & Scheduling	Denise Seifried	310-206-7278	<a href="mailto:denise.seifried@anderson.ucla.edu">denise.seifried@anderson.ucla.edu</a>
Anderson Building Manager	Michael Heafey	310-825-1930	<a href="mailto:michael.heafey@anderson.ucla.edu">michael.heafey@anderson.ucla.edu</a>
Senior Technology Manager	Manuel Burgos	310-206-2607	<a href="mailto:manuel.burgos@anderson.ucla.edu">manuel.burgos@anderson.ucla.edu</a>
Program and Course Management & Support	Luis Montoya	310-794-1743	<a href="mailto:luis.montoya@anderson.ucla.edu">luis.montoya@anderson.ucla.edu</a>



## Useful Resources

- FEMBA Council Website – [www.anderson.ucla.edu/clubs/fembacouncil/](http://www.anderson.ucla.edu/clubs/fembacouncil/)
- FEMBA Council Mailing List – [femba-council@fembacouncil.com](mailto:femba-council@fembacouncil.com)
- Executive Board Mailing List – [exec-board@fembacouncil.com](mailto:exec-board@fembacouncil.com)
- Internal Representatives Mailing List – [internal-reps@fembacouncil.com](mailto:internal-reps@fembacouncil.com)
- Social Representatives Mailing List – [social-reps@fembacouncil.com](mailto:social-reps@fembacouncil.com)
- External Representatives Mailing List – [external-reps@fembacouncil.com](mailto:external-reps@fembacouncil.com)
- ASA (Anderson Student Assoc.) Website - [www.anderson.ucla.edu/zone/asa/index.htm](http://www.anderson.ucla.edu/zone/asa/index.htm)



**(Exhibit A)**  
**FEMBA COUNCIL EXPENSE REIMBURSEMENT FORM**

NOTE: The form is also found in the OP MBA Room

**Please follow these instructions:**

1. Put your name, event name, event date on top or bottom of each original receipt. Attach original receipt(s) to completed form for each separate event.
  
3. Attach list of attendees
  - o If more than 12 people attend the event, indicate what groups involved – i.e. All FEMBA's, or FEMBA 2013 Section 1, etc
  - o The number of attendees stated on form must match your list of names, or the indicated group
  - o The names on the list must be Anderson students
  
4. Original forms and receipts must be turned in to the FEMBA Office Liaison to the FEMBA Council
  - o Make a copy for your records
  - o Make a copy and place it in the Executive VP's mailbox

**Complete the following:**

Name \_\_\_\_\_ Class Year and Section \_\_\_\_\_

SID# \_\_\_\_\_ SSN: \_\_\_\_\_ Phone \_\_\_\_\_

Address Where Check to be Sent: \_\_\_\_\_

Event Name \_\_\_\_\_ Event Location \_\_\_\_\_

# of Attendees \_\_\_\_\_ Attendee List Attached? \_\_\_\_\_ Date of Event \_\_\_\_\_

Dollar Amount to be Reimbursed (may be less than receipt totals, if so explain) \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Original Receipts Attached? \_\_\_\_\_ Receipts Identified as requested above? \_\_\_\_\_

THIS SECTION TO BE FILLED OUT BY THE FEMBA OFFICE

Date Form and Receipts Received by Council Liaison Amjad Ezzour \_\_\_\_\_

Approval by Executive VP \_\_\_\_\_ Date \_\_\_\_\_



## **(Exhibit B)** **FEMBA Council Charter**

*Last Update: September 2009*

**The Anderson School of Management, University of California, Los Angeles**

### **I. Scope**

This charter outlines the function and purpose of the student-led Fully Employed MBA Council, herein referred to as "FEMBA Council," and describes its vision, mission, organization, responsibilities, and core administrative procedures.

### **II. Vision**

FEMBA Council seeks to enable each FEMBA student to take advantage of all possible opportunities to meet and exceed his/her educational and career objectives while at Anderson.

### **III. Mission**

The mission of the FEMBA Council applies the vision by:

- Maintaining strong partnerships with the FEMBA administration, the full-time MBA program, and the EMBA program by eliminating overlap, facilitating communication and cooperation, and increasing access to opportunities for all FEMBA students
- Enabling efficient information flow between the FEMBA administration, full-time MBA program, the EMBA program and the FEMBA class sections
- Creating, implementing and maintaining programs specifically beneficial to FEMBA students
- Prioritizing and acting to solve current and emerging issues and concerns within the Anderson community

### **IV. Organization**

Vital to the success of the Council is the smooth interaction with the leadership of the Anderson Student Association (ASA). The FEMBA Council structure shall be composed of seven officers and three elected representatives from each class section. Elections shall be held annually during spring quarter.

#### ***Roles and Responsibilities***

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The "Executive Board" is composed of seven officer positions which shall be elected annually. These shall include:

- FEMBA Council President
- Executive Vice President



- Vice President of External Affairs
- Vice President of Internal Affairs
- Vice President of Marketing
- Vice President of Social and Networking Affairs
- Vice President of Council Affairs

Each executive officer shall have one year of council experience prior to running for one of the above mentioned positions. Responsibilities are as follows:

## **President**

The President leads FEMBA Council meetings, coordinates all FEMBA Council activities, and facilitates communication between the FEMBA Council, students, faculty and administration. The President serves as the spokesperson for the FEMBA Council, and is the student liaison to the administration. The President represents the current student body at alumni functions and may serve on the Executive Board of the Alumni Association. The President is responsible, with the VPs, for supervising the other elected representatives and for setting up and having oversight over FEMBA Council committees. The President shall also serve as Vice President for FEMBA on the ASA (Full-time MBA) Council, and shall attend regularly scheduled ASA meetings or assure another FEMBA Council officer attends. The President shall also serve as liaison for the UCLA Anderson Board of Visitors.

## **Executive Vice President**

The Executive Vice President herein referred to as “Executive VP,” shall be responsible for coordinating all FEMBA activities with the President. Additional responsibilities include scheduling and leading council meetings with the President, serving as the President in the event that the President is unavailable, and working with the Vice Presidents on activities in their areas of responsibility. In addition, the External VP serves as the FEMBA Council Treasurer and manages the yearly FEMBA council budget.

## **Vice President for External Affairs**

The Vice President for External Affairs, herein referred to as “VP External,” shall be responsible for coordinating events and functions with organizations external to the Anderson School. In addition, VP External facilitates career management and planning by establishing and maintaining liaisons with the Career Management Center and Anderson Alumni. VP External also identifies and facilitates participation in activities and events which shall maintain and improve the FEMBA name to the local business community. Also, the VP External is the primarily liaison between FEMBA council and FEMBA admissions for events and activities which need FEMBA student representation. Additional responsibilities include overseeing all elected External Reps and facilitating their participation in committees designed to integrate current students with the alumni network and to improve communication between students and the Career Services office, as well as facilitating involvement of FEMBA students in charity events and functions. VP External also coordinates the All Anderson Networking Event.

## **Vice President for Internal Affairs**

The Vice President for Internal Affairs, herein referred to as “VP Internal,” shall oversee the elected Internal Representatives and also chair the Academic Committee, which is responsible for addressing academic and administrative issues within the FEMBA Program. The VP Internal is responsible for communicating the needs of the students to the administration on a regular basis. The VP Internal is in charge of the annual FEMBA Survey, which is used as a tool to identify problem areas within the program and bring those issues of concern



to the attention of the Administration. The VP Internal is the link for curriculum, academic affairs, and International Field Study issues between students, faculty, and the administration.

### **Vice President for Marketing**

The Vice President for Marketing, herein referred to as “VP Marketing,” is responsible for coordinating the communication of FEMBA Council activities to the student body and of notable FEMBA student achievements to the broader community. Furthermore, the VP Marketing works closely with the Anderson School and ASA public relations office to develop media plans, press releases, and events to bring positive worldwide attention to the accomplishments of the FEMBA student body through all media venues. Additional responsibilities include assisting in the promotion of FEMBA-sponsored activities throughout the school, chairing the Communications Committee which has oversight over such things as the annual Club Fair, FEMBA Council presentations at Leadership Foundations and elsewhere, and managing Knowledge Transfer Sessions. The VP Marketing is also responsible for assisting all other Vice Presidents in the dissemination of important information to students and for overseeing the communications of all elected section representatives to their sections.

### **Vice President of Social Affairs**

The Vice President of Social Affairs, herein referred to as “VP Social,” is responsible for coordination of all FEMBA-sponsored social activities. Furthermore, the VP Social chairs the Social Committee which oversees program-wide FEMBA-sponsored social and networking events such as the Halloween Event, End of Year Event and the All-Anderson Networking Events. Additional responsibilities include working with the elected Social Representatives in the development, planning and execution of FEMBA-sponsored social events in each section, working with the VP Marketing to help promote and publicize events on a timely basis, and partnering with the Executive VP for balancing and maintaining the annual social budget. It is the duty of the VP Social to facilitate social interaction among FEMBA students, and between FEMBA, EMBA, full-time students, faculty and administration as well as among fellow MBA students at other area business schools through a diverse variety of social and networking events.

### **Vice President of Council Affairs**

The Vice President of Council Affairs, herein referred to as “VP Council Affairs,” is responsible for organizing FEMBA Council meetings, taking minutes of those meetings, organizing and compiling notes of Committee meetings, and serving as Chair of the FEMBA Council Affairs committee, which oversees FEMBA Council elections and makes revisions, as necessary, to the FEMBA Council Charter.

### ***Council Committees: 2010-2011***

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The FEMBA Council Officers, with the exception of the External VP, shall each chair one committee for the purpose of accomplishing the Council’s business. The section representatives shall be appointed to one of the council’s committees for the length of the representative’s term at the discretion of the Executive Board. For the 2010-2011 academic year, the council committees consist of: Academics and Curriculum, Alumni Relations and Development Committee, Career Council, Communications, Council Affairs, Social, and. The section External representatives shall be automatically assigned to two committees, the Alumni Relations and Development Committee, and the Career Council. All other member’s committee assignments are based on members’ preferences, members’ council-service seniority and members’ graduation year seniority. Ultimately, the Executive Board will assign members to committees at its discretion. Committee purposes may be reviewed and updated to address the needs of the current FEMBA student body at the discretion of the Executive Board.



## Academics & Curriculum Committee

Chair: Vice President of Internal Affairs, Jon Schurger

The Academics and Curriculum Committee is responsible for addressing student concerns with respect to the administration of the FEMBA curriculum. This includes, but is not limited to, addressing scheduling concerns, reviewing particular core/elective/block/travel-study class offerings, providing immediate feedback on professor performance, addressing the study group formation process, addressing the specialized needs of our commuters, and identifying issues surrounding the GAP experience.

This committee works closely with the Internal Representatives to ensure the Council is serving in the best interests of the majority if not the entirety of FEMBA.

## Affiliates Campaign Committee

Chair: Executive Vice President, Kristen Moore-Brown

The purpose of this committee is to run the Affiliates Campaign during the 10/11 class year. While the key objective of this campaign will be encouraging and facilitating donations from the graduating class, first and second year students can gain valuable experience which will help them promote the campaign when they are ready to graduate. Objectives of the campaign include increasing the median donation amount per donor as well as increasing the participation rate (which is factored into school rankings). Roles include brainstorming promotional ideas like advertising and incentives to students, soliciting donations for raffle prizes, interfacing with faculty and staff and general event coordination.

## Council Affairs Committee

Chair: Vice President of Council Affairs, Ricky Ng

The Council Affairs Committee shall be responsible for ensuring the Charter and By-laws remain relevant as the FEMBA Council evolves. This committee shall be responsible for drafting proposals under the direction of the executive board. Additionally, this committee shall recommend resolutions for issues in which the founding documents are unclear, by conducting discussions on interpretation. Lastly, the Council Affairs committee works with ASA, GSA, ProMBA.org and other student organizations to facilitate information transfer, transparency and cooperation.

In instances where the founding documents are unclear, this committee prepares recommendations for the Executive Board. It also serves as liaison to other student government bodies, including ASA, GSA, EMBA, and other B-schools' student governments.

## Communications Committee

Chair: Vice President of Marketing, Christina Robertson

The Communications Committee is in charge of keeping the student body informed of all FEMBA Council activities. Its function is to heighten the profile and availability of the Council members so they are easily recognizable by administration and student body alike. Key responsibilities include promoting FEMBA Council events and disseminating information about FEMBA Council activities and decisions through



various media venues. The Committee shall also establish best practices regarding section representative communications to their sections.

This committee handles student Issues relating to email communication and provides new and innovative ways to get information to and from students. This committee also maintains the FEMBA Communication Protocol document which guides FEMBAs on how to best get their message across. Additionally, committee members contribute to the Council Handbook and are instrumental in orientation for new members.

## **Social Committee**

Chair: Vice President of Social and Networking Affairs, Belinda Cheng

The Social Committee is responsible for organizing, planning and executing all of the social and networking events we do on and off campus. The goal is for every member of this committee to have at least one event to which he or she is completely responsible for. The most prominent events include the Halloween Party and End of the Year party; however, many other great events need ownership to be managed on time and under budget.

We are at Anderson to learn but also to network and make the most of our FEMBA experience. With busy schedules it's hard to find a time for everyone to make it out. This is where the social committee comes in, by planning many events throughout the year there are many opportunities for FEMBAs to meet FEMBAs.

## **Technology and Information Services Committee**

Chair: President, Nick Avallone

The goal of this committee is to realize initiatives to improve Anderson's IT environment, including addressing issues related to Student Technology Services (STS) support, electronic communication, and content hosting. The committee will also investigate the feasibility of (and make recommendations for) new technology initiatives which serve the student body. Ultimately, this committee ensures that students have the technical tools services required to be successful at Anderson.

## **Alumni Relations and Development Committee (ARD)**

Chair: Vice President of External Affairs, Sam Fatoohi

The objectives of the Alumni Relations and Development Committee are to raise the visibility of the alumni network on campus and to increase opportunities for exposure of current students to alumni through such activities as: Alumni Weekends, alumni participation in All-Anderson Networking Events, and Anderson Affiliates. Additionally, members of the ARD committee will be involved in the annual Anderson Affiliates campaign, a development fund utilized to improve services to FEMBAs on campus.

The Alumni Relations and Development Committee has the goal of promoting interaction between alumni and current students. Its goal is to develop the Anderson alumni network by promoting it to current students and encouraging involvement prior to graduation. It is a great vehicle to join your local alumni chapter and network with Anderson alums.



## Career Council

Chair: Vice President of External Affairs, Sam Fatoohi

The objective of the Career Council committee is to raise awareness of career services and related activities amongst the FEMBA student body. The council is responsible for sending monthly communication to each Section regarding key dates and events, and bringing feedback to the ProMBA Career Team regarding events and career related offerings. The Committee organizes the Anderson All Networking Event and the Anderson Executive Career Night, with the goal of promoting networking between all groups at Anderson.

This committee works with the Pro MBA Career team to serve the needs of the FEMBA community in all career related areas. This includes providing input on career related course offerings, promoting and organizing networking events, and encouraging all students to utilize ProMBA career services.

## External Committee

Chair: Vice President of External Affairs, Sam Fatoohi

One objective of the External committee is to raise awareness of career services and related activities amongst the FEMBA student body. The council is responsible for sending monthly communication to each Section regarding key dates and events, and bringing feedback to the ProMBA Career Team regarding events and career related offerings. The Committee organizes the Anderson All Networking Event and the Anderson Executive Career Night, with the goal of promoting networking between all groups at Anderson.

This committee works with the Pro MBA Career team to serve the needs of the FEMBA community in all career related areas. This includes providing input on career related course offerings, promoting and organizing networking events, and encouraging all students to utilize ProMBA career services.

Another objective of the External committee is to raise the visibility of the alumni network on campus and to increase opportunities for exposure of current students to alumni through such activities as: Alumni Weekends, alumni participation in All-Anderson Networking Events, and Anderson Affiliates. Additionally, members of the External committee will be involved in the annual Anderson Affiliates campaign, a development fund utilized to improve services to FEMBA's on campus.

The External Committee has the goal of promoting interaction between alumni and current students. Its goal is to develop the Anderson alumni network by promoting it to current students and encouraging involvement prior to graduation. It is a great vehicle to join your local alumni chapter and network with Anderson alums.

One more objective of the External committee is to work with admissions and help recruit and welcome incoming students into the FEMBA program. Members of this committee are expected to assist with attending, recruiting other students to attend and also assist with the planning of events related to recruiting and welcoming incoming students. This committee is an excellent opportunity to meet with incoming students and help shape the future classes in the FEMBA program.



Many Anderson Clubs (including Full-time, FEMBA, and EMBA members) elect a FEMBA representative for the year. Although specific responsibilities vary, the overall intent is that the FEMBA representative shall facilitate interaction between the club leadership and the FEMBA sections. Responsibilities for this position include club membership assistance, event notification, and coordinating planning and participation.

## V. Administrative

### *Elections*

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Each incoming section shall elect three members, representing internal affairs, external affairs, and social affairs. For first year sections, the elections will be held prior to the first FEMBA Council meeting of the school year. For second and third year sections, the elections will be held prior to the last FEMBA Council meeting of the ending school year to begin their service during the summer quarter. Each candidate may run for only one of the three positions. If no additional candidates challenge the incumbent representatives at the annual election, the incumbent shall retain their position for another one year term without an election being held. In the event of a tie, an additional election vote will be held. If the tie remains, the incumbent representatives will hold a private vote to select the incoming representative. If the tie includes an incumbent representative, a member from the Executive Board will serve in their place on the electing committee.

The section representatives shall each serve a one year term. If a Council member wishes to end his/her position on the Council, he/she may do so with 30 days written notice. In this event, the VP Internal shall call a special election for the section to elect a new Council member at that time. If no Council member is elected within 30 days of the member's resignation, then the Executive Board may appoint a new Council member from that section.

The FEMBA Council shall nominate and elect officers from among the Council members who have completed at least one full term on FEMBA Council. The FEMBA Council will elect officers prior to the election of incoming class members. Elected officers can be either second or third year members. Individuals interested in running for the Executive Board must announce their candidacy by the established deadline. Individuals may only run for one position on the Board. The elections will be held in a specified order, with any unfilled positions placed at the end of the order. In the case of an unfilled position, eligible members may announce their interest at the time of the election, including members that ran but were not elected for other Board positions. In the event of a tie breaker, an additional election vote will be held. If the tie remains, the newly elected Board with the assistance of the outgoing President will hold a private vote to select the incoming officer.

### *Section Representatives*

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#### **Section Representative, Internal**

The internal representative handles most of the academic and logistical issues for the section, which may include resolving section scheduling conflicts, communicating student concerns to faculty and administration, and keeping the section informed of new developments on campus. The rep should send out at least one monthly section e-mail detailing upcoming events and deadlines.



## Section Representative, External

The external representative works with career services and the alumni network to ensure that the section knows about all of the resources and events offered by OP MBA Career Services and the Office of Alumni Services. The rep will OP MBA Career Services Committee meetings, attend FEMBA Alumni Relations and Development Committee meetings, represent the FEMBA student body at alumni events, and participate in the annual Anderson Affiliates campaign, and assist during recruiting and welcome events for incoming students.. The rep should send out at least one section e-mail per month with information on upcoming career services events and deadlines.

## Section Rep, Social

The social representative plans and develops social/networking events, including after-class happy hours or meals, cultural outings, athletic events, and other activities in which the section has interest. The rep should make every effort to ensure that these events appeal to all of their FEMBA peers. The rep needs to learn and follow the expense reimbursement policy and plan the use of the section's annual social budget. The social rep should send out regular e-mails with information on upcoming activities.

## *Meetings*

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Meetings will be scheduled monthly for planning, team building, elections and specific resolution of issues and concerns. Committee meetings will be held bi-monthly as well to address specific issues in small groups, alternating with the full Council meetings. As leaders of the FEMBA Student body, council members are expected to attend scheduled Council meetings. If members are unable to attend, it is expected that at least one rep from each section shall attend the full council meeting; otherwise, they will be required to have an alternate at the meeting. If any member of the Council has more than one unexcused absence during the school year, the President may appoint another member to the Council in his/her place. The FEMBA administrative staff and members of the ASA are always invited.

## *Budgets*

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Each year elected officers will submit budget requests to the FEMBA EVP who will then work with the Executive Officers and the FEMBA administration to prioritize, and commit funds for specific Council purposes. The FEMBA EVP will keep track of budgetary expenditures and maintain the list of potentially funded items. The council will vote on budgetary changes, additions, or deletions.

## *Charter Update*

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The FEMBA Council charter will be reviewed and updated as needed, but no less than every other year. When updates are required, the FEMBA president will assign this responsibility to the VP Council Affairs and the Council Affairs Committee.