

## Ashdown House Officer (September 2009)

Office of Hall Affairs		Office of Activities		Office of Communal Dining		Office of Relations	
<b>*IT (2)</b>	<b>Tsung-Hsiang Chang</b> Chia-Ying Lee	<b>*Cultural (4)</b>	<b>Bhaskaran Muralidharan</b> Yuanyuan Cui Cnic Luka Mengdi Wang	<b>*Coffee Hour (5)</b>	Tsung-Yu Kao Han Wang Chia Ling Pai Jaisree Iyer Yehua Wei	<b>Alumni / Orientation (2)</b>	Jue Wang Yuan Zhong (orientation)
		<b>Outing (2)</b>	Samuel Chan Jaime Mateus				
<b>Plant (2)</b>	Ardemis Boghossian Jingqing Zhang	<b>Floor (3)</b>	Jeffrey Mo Bonnie Lam Wen-Hsuan Lee	<b>*Brunch (7)</b>	<b>Huai-ying Hsi</b> <b>Arghavan Safavi-Naini</b> Neha Gupta Wongsakorn Chaiwanon Ermin Wei Lei Zhang Gunjan Agarwal	<b>Newsletter (1)</b>	Charles Gammal
<b>Environmental(1)</b>		<b>*Social (5)</b>	<b>Nicole Casasnovas</b> <b>Amneet Gulati</b> Pedro Pinto Matt McDaniel Edgar Palacios			<b>TEEC (1)</b>	Karan Mistry
<b>Publicity (2)</b>	Jie Sun Pierre Fuller					<b>GSC rep</b>	
<b>Art (1)</b>	Irene Chen						
<b>Athletics (1)</b>	Johnny Rameseder						
<b>Inventory (1)</b>	Meekyung Kim			<b>Dining</b>			
<b>Periodical (1)</b>	Tsujii Naoto						
<b>Total: 10</b>		<b>Total: 14</b>		<b>Total: 12</b>		<b>Total: 4</b>	

\*Committee that has chair(s), which are indicated in bold

**Notes:**

1. We encourage multiple committees to work together to organize events. However, each committee/position must submit its own proposal. Members of the IT, Cultural, Social, Coffee Hour, and Brunch committee should meet in person to craft a joint proposal, which will be submitted by the committee chair. All other officers need to submit individual proposals.
2. For committees that are responsible for organizing activities/events, the proposal should be event-based. Each member of the committee needs to participate in/organize at least 3 events per semester.
3. For committees that involve regular service (Brunch, Coffee Hour, Social, Cultural), you are expected to help out at all the events the committee organizes. Exceptions could be made only under special circumstances, and must be approved by the committee chair.
4. You are encouraged to help out with events that are organized by other committees. For example, if you are on the Coffee Hour Committee but you help out with a dance party, you could include this in your annual report. When we evaluate you at the end of the semester, we will first take into account the primary duties and second, any other service that you have performed as verified by the respective committee chairs.
5. Since we have just moved to the new building (NW35), we are still revamping the officer system. We reserve the right to make reasonable changes to the officer duties in the future.
6. **Officers are expected to take initiatives to fulfill their duties each term. You should contact AHEC immediately if you feel that you have trouble making progress. Do not wait for other committee members/chairs to take initiatives.**

## **Ashdown Officer Requirements 2009/10**

### **Office of Hall Affairs**

#### **IT Committee (Web + Printer)**

The IT Committee is responsible for maintaining the dorm computing facilities (in the floor lounges) as well as maintaining the Ashdown server/homepage.

- Maintaining and improving the Ashdown website
- Ensuring printer paper and toner supply
- Enforcing the 100 page printing limit per resident per term
- Other IT-related duties: managing content on the hallway monitors and adding to the front desk software capabilities

#### **Living Things Committee (Fish/Plants)**

The Living Things Officers are responsible for maintaining the lobby fish tank and all house-owned plants located in the common areas.

- Keeping a clean and attractive fish tank throughout the semester (change water/filters on a regular basis), and ensuring that the fish remain healthy throughout the term (regular feeding, treating illnesses, etc.)
- Purchasing and taking care of house-owned plants (fertilize, re-pot, water)

#### **Environmental Officer**

The Environment Officer(s) is responsible for raising awareness about environmental issues in Ashdown and promoting recycling and conservation.

- Serving as the dormitory representative in campus-wide and community environmental initiatives, such as the Dorm Electricity Competition
- Working with Orientation Officers to put up environmental-friendly packages for incoming students
- Working with all officers to ensure that Ashdown events are run in an environmentally-friendly manner (for example, initiating efforts to reduce disposable plate usage)
- Educating residents on environmental issues (how to use recycling bin, what to recycle etc.)

#### **Publicity Officer(s)**

The Publicity Officer is responsible for collecting information about and publicizing Ashdown, MIT and off-campus events.

- Sending out a weekly email to residents about events
- Creating/printing posters for Ashdown events and putting them up around campus
- Creating flyers and distributing them to each resident for large events (together with committees that are organizing the event)

### **Art Officer**

The Art Officer is responsible for putting up and maintaining artwork around the dorm. He/She is also responsible for initiating various art-related programs within the dorm.

- Mounting plaques for various rooms (e.g. the Ingram Room)
- Repairing frames and artwork as necessary
- Organizing a resident art exhibition
- Liaison with the LIST Visual Arts Center for art events

### **Athletics Officer**

The Athletics Officer is responsible for organizing and overseeing all athletics-related issues in Ashdown, as well as being a liaison for other athletics-related events on campus.

- Coordinating Ashdown intramural sports teams
- Ensuring all the athletics equipment is in working order, and replacing equipment as needed (includes towels, cleaning supplies)
- Buying new equipment and improving both the aerobics room and weight room

### **Inventory Officer**

The Inventory Officer is responsible for maintaining inventory at the front desk. He/She is also in charge of buying new DVDs for the Ashdown movie collection.

- Maintaining inventory supplies that residents could check out from the front desk, reporting any damaged items to AHEC and purchasing new items
- Maintaining a list of all Ashdown-owned movies, purchasing new movies within the AHEC-approved budget

## **Office of Activities**

### **Cultural Committee**

The Cultural Committee is responsible for organizing and publicizing cultural events (recitals, films, concerts, outings, culturally-themed food events, Pi Day, etc.)

- Collectively, the cultural committee is responsible for organizing at least four events per semester.

\*Fulfillment of duty will have to be verified by the committee chair

### **Outing Committee**

The outing committee is responsible for organizing off-campus activities/trips for Ashdown residents year round, in particular during long-weekends.

- Organizing at least 3 off-campus activities (hiking, kayaking, etc.) per term

### **Floor Officers**

Floor officers serve as a resident assistant. They are also responsible for encouraging interaction among residents and overseeing the floor common areas (e.g. kitchen) and the use of floor bulletin boards.

- Floor officers are responsible for organizing four floor events per term (e.g. floor dinners, study breaks, tournaments, outings, etc.). We will use e-mailed announcements to the appropriate floor mailing lists and/or posters to verify that these events have taken place.
- They must also maintain floor sign-up lists for the Housemaster dinners, Thanksgiving dinner, and other large Ashdown events.
- They are also responsible for reporting any problems in the floor common area
- Normal maintenance of floor common area (e.g. replacing battery for floor kitchen and lounge TV remotes)

### **Social Committee**

The Social Committee is responsible for organizing house-sponsored social activities such as parties, barbeques, beach trips, and movie/dinner outings.

- Collectively, the social committee must organize at least one Ashdown Dance Party per term as well as two other events per term.

\*Fulfillment of duty will have to be verified by the committee chair

## **Office of Communal Dining**

### **Brunch Committee**

The Brunch Committee is responsible for organizing brunches on Sunday mornings at noon in the Hulsizer Room approximately once a month.

- Each member of the Brunch Committee is responsible for helping out (either with the shopping and/or with serving) for the monthly brunches

Note: Brunch preparation starts at 8:30am and ends at 2:00pm. You are required to be present for all parts of brunch preparation. Coming for brunch from 12-1 only is not considered as fulfilling Brunch Committee duty.

### **Coffee Hour Committee**

The Coffee Hour Committee is responsible for helping the Housemasters to organize and run the weekly coffee hour every Thursday night at 9 pm in the Hulsizer Room.

Committee members may also be called upon to organize receptions for house activities.

- Each member of the Coffee Hour committee is responsible for helping out (either with the shopping or with serving) during at least twelve coffee hours per semester.
- Coordinating with campus-cultural organizations to organize special coffee hours

Note: Coffee hour preparation starts from 8pm every Thursday. Members are expected to help with pre-coffee hour preparation (cutting fruit, setting up food) and post-coffee hour clean-up.

\*Fulfillment of duty will have to be verified by the committee chair

### **Dining Officer**

The Dining Officer acts as the Ashdown liaison to the dining facility in Ashdown. This person is responsible for representing the dorm's interest in various dining-related meetings.

- Attending various dining-related meetings

## **Office of Relations**

### **Alumni/Orientation Committee**

The Alumni Officer is responsible for coordinating opportunities for current Ashdown residents to meet and interact with Ashdown alumni. These include, but are not limited to, the annual alumni banquet, invited lectures, smaller get-togethers with alumni, etc.

- Help organize and/or execute at least one event per term (e.g. Spring alumni banquet)
- Creating the alumni website/newsletter

The Orientation Officer is responsible for organizing events for incoming Ashdown residents.

- Organizing orientation events for the incoming students (e.g. scavenger hunt, museum tours, trip to Walmart etc)
- Compiling orientation guidebook for incoming students
- Preparing magnetic door tags and welcome package for incoming students

Note: We expect the committee to work with the other during its downtime. Members of the Alumni Committee are expected to help with Orientation since Alumni events are rare in the Fall semester; on the other hand, members of the Orientation Committee are expected to help out with the alumni events which mainly happen in the Spring.

### **Newsletter Officer**

The Newsletter Officer is responsible for editing and printing the monthly Ashdown newsletter "3am".

- Editing, printing and distributing 3am on a monthly basis

### **TEEC Officer (Thirsty Ear Executive Committee Officer)**

The TEEC officer is responsible for liaison with Thirsty Ear and voice out concern that the residents for Thirsty Ear (and vice versa)

### **GSC Representative**

The GSC Representative acts as the Ashdown liaison to the GSC. This person is responsible for representing the dorm's interest in various GSC meetings/events.

- Attending monthly GSC meeting and provide a summary (in person) at the subsequent AHEC meeting
- Attending Activities Committee and Housing and Community Affairs meetings

## Officer Proposal

**Name:** \_\_\_\_\_ Alice LO \_\_\_\_\_

**Committee:** \_\_ Coffee Hour (Chair) \_\_

**Joined as an Officer:** \_\_\_ May \_\_\_ 2009 \_\_\_

### Summer (if applicable)

Please let us know how you will fulfill your officer requirements (see attachment). Members of the IT, Cultural, Social, Coffee Hour, and Brunch committee should meet in person to craft a joint proposal, which will be submitted by the committee chair. All other officers need to submit individual proposals

If you are on an event-based committee, you should record which events you will participate in, what role you played during that event (organizing, set-up, clean-up, etc) and the approximate number of hours you will spent helping out. If you are on any other committee, you should record how you will fulfill your particular officer duties.

Event	Date	Role in Event	Approx. # hours
4 <sup>th</sup> July Coffee Hour	07/02/2009	Patriotic music, getting decorated desserts	4
Korean Coffee Hour	08/13/2009	Contacting Korean Student organization	3
Mexican Coffee Hour	09/18/2009	Contacting Mexican Student organization	3
Orientation Coffee Hour	08/27/2009	Coordinating with Orientation Officers, special desserts	5

### Fall Semester

Please list the events you will participate in or any other duties you will perform to fulfill your officer requirements for 2009/2010.

Event	Date	Role in Event	Approx. # hours
Spooky Coffee Hour	10/29/2009	Purchasing deco and organizing pumpkin carving contest	6
Turkish Coffee Hour	11/20/2009	Contacting Turkish Student organisation	5
Taiwanese Coffee Hour	12/10/2009	Contacting Taiwanese Student organisation	4

**Service to Ashdown House:**

In addition to the above-mentioned events, we hold weekly regular Coffee Hours