

Hindu Students Association

2020-2021 Executive Board Application

The Hindu Students Association at Emory University seeks to provide a means for university students to come together and learn about the Hindu religion, culture, and philosophy. We promote Hinduism through various events held throughout the year which provide an open and friendly environment for people of all backgrounds to learn about the religion.

We are looking for motivated, enthusiastic and creative individuals who wish to spread awareness about Hinduism through the Emory Community.

Don't miss out on the opportunity to contribute to the HSA Executive Board!

Applications must include:

1) Letter of Intent

- In approximately 500 words, please state:
 - What has your experience with HSA been like?
 - Why would you like to be a part of the HSA Exec Board?
 - What do you feel you can bring to the organization?
 - What position are you applying for/why are you qualified for the position?
 - Please indicate a second and third choice for position.
 - What are some things you would change about HSA from your experiences?
 - An interesting fact/detail about yourself!
 - Be creative!

2) Answers to position-specific questions (for first-choice position)

- Questions can be found under each position description
 - Please answer these questions below your Letter of Intent

3) List of other commitments for the 2020-2021 school year

4) All times you are available for a 30-minute interview from April 23rd- April 25th.

Email your application (and any questions or concerns) to

hsaemory@gmail.com

by **midnight on Sunday, April 19th**

Interviews will be held April 23rd - April 25th, over Zoom

We look forward to reading your applications - thank you for your interest in HSA!



Please read the information below

Available Positions

Discussion Chair

Responsibilities include: Preparing and moderating discussions during GBMs, such as working with Puja Chair to discuss a shloka and Hindu text during GBM's, discussing Hinduism's relevance in student's own lives, developing unique collaborations for HSA (Examples: MSA, AHANA Theater, Issues Troupe), and coordinating with publicity chair to update the HSA Facebook page with information on Hindu Festivals and holidays throughout the year. We are looking for innovative, social, and charismatic applicants.

Question: One of our goals for HSA next year is to find a way to make discussions more engaging and personalized towards our general body. Talk about how you would make GBMs interactive and engaging for those who attend?

Fundraising Chair

Responsibilities include: Organizing creative fundraisers to generate funds to be used for the Hindu Students Association's events and activities. Fundraising chair should contact local businesses to organize collaborative fundraising events throughout the semester. The Fundraising Chair should be creative and outgoing. Must work with the Treasurer to ensure sufficient self-generated funds throughout the year. Chair must also assist the Treasurer in maintaining the HSA allocated fund account.

Question: We learn that our budget was not approved and are in need of funding for the puja taking place in two weeks. Brainstorm CREATIVE fundraising ideas to generate money in that period of time. Try to avoid restaurant-sponsored fundraisers; we want you to think out of the box!

Outreach Chair

Responsibilities include: Initiating and maintaining regular communication with various groups, including Emory alumni, the Oxford College Hindu Student Association, students in the Emory graduate schools, and other religious groups on campus. Outreach chair will also be responsible for maintaining the HSA Alumni database and for maintaining communication with all alumni who show interest. Additionally, the Outreach Chair will assist the Publicity Chair with promoting events to students on campus. Applicants should be social and charismatic and willing to meet with a variety of student organizations on campus.

Question: Special events are organizing an alumni networking night during which HSA board and GBM members can network and form relationships with past HSA board alumni. Write a short but professional email draft that could be sent to HSA-Alumni contacts to invite them to participate in our networking night.

Philanthropy (Seva) Chair

Responsibilities include: Coordinating and executing a service trip in the place of a GBM once every month. These monthly service trips are primarily intended to incorporate both general body members and executive board members. More so, all HSA events have a fundraising component in which money is raised and donated to a charity whose goals align with those of Hinduism.

Question: HSA has many events that go on during the year. As a result, Seva trips are often the last thing people want to do. How would you keep the rest of the board as well as the general body motivated to participate in Seva events and ensure that it is a priority? List some innovative ideas that would be engaging for not only the board, but also general body members.

Publicity Chair

Responsibilities include: Generating publicity for HSA events to ensure turnout and involvement by general board members and other students. This includes creating promotional material for HSA events and projects (Emory email server, hard-copy flyers, Facebook advertising, etc). The chair must be willing to communicate with other organizations to publicize for co-joint events. Must be willing to consider input from fellow board members on flyer design and distribution. Applicants must be creative and timely. Must be experienced with Photoshop or any other graphic design software.

Question: Please design a mock flyer for 'HSA Diwali 2020'. The event will be November 14, 2020 at 6pm in Cannon Chapel. Feel free to add more information that you think may be relevant. Be creative! Also, brainstorm ideas about how to publicize the flyer besides mainstream digital forms (i.e., Facebook, Twitter).

Puja/Aarthi Chair

Responsibilities include: Planning 3-4 pujas during the year and preparing the Chapel's Puja Cabinet for weekly aarthi's. Responsibilities also include handling grocery shopping for puja supplies and contacting the priest at least 3 weeks before the Puja date. The Puja/Aarthi Chair will also serve as help and support to the Discussion Chair whenever necessary. Applicants must be able to work well with others, as event planning is often done in teams. Applicants should be open and willing to accept suggestions/input from other people.

Question: What component of the puja (HSA or family) appeals to you most strongly, and if applicable, talk about something that you would like to incorporate into next year's puja events. (Examples: prasad, individual puja, bhajans...)

Secretary

Responsibilities include: Taking minutes of the executive meeting and making them available on the Facebook group, keeping detailed records of all of the events, maintaining the HSA gmail and OrgSync accounts, booking venues, and assisting board members with their administrative needs. Chair will also be responsible for sending weekly reminders to the General Board regarding event updates and future meetings. Applicants must be detail-oriented and timely.

Question: Unexpectedly, we lost our venue for Diwali. It is too close to the date of the event, so it is not feasible to just change the event date. How would you handle this situation? Who would you contact, and what would you do to ensure that we still have a venue for Diwali?

Special Events Chair

Responsibilities include: Creating unique events that address religious and cultural occasions appealing to a broad audience. Coordinating all special events through HSA (Diwali, Garba, Akbar's Court etc.). The chair is in charge of delegating jobs to other board members and executing event logistics, including dealing with vendors, set-up, and breakdown of an event schedule. The Special Events Chair is expected to communicate with all other members of the board. Applicants must be assertive, organized and have good management skills.

Question: As you may know, Garba is one of the biggest events HSA hosts on Emory's campus each year. This past year, we had our Garba night in the Emory Student Center. Suggest some ideas for how to make this event memorable, and also how you would go about planning for it (i.e. potential location/venue, arranging for food, and planning enjoyable activities for the event).

Treasurer

Responsibilities include: Educating the board on reimbursements, working with the board to determine event budgets, and writing and preparing supplemental funding bills when necessary. The treasurer must also turn out all reimbursements in a timely manner and deposit donations and other in-kind contributions into HSA accounts. The treasurer will be required to go through treasurer training as well as attending the COP meetings once a semester.

Question: Diwali is 2 weeks away and overspending is at an all time high. How would you deal with the situation to ensure that everyone will be reimbursed, and that HSA will not go into debt?