

SEAC@JohnsonBoard Elections Guidelines

Application form closes on December 11, 11:59 PM



About SEAC@Johnson



Our Mission

SEAC@Johnson aims to celebrate the rich culture of countries across Southeast Asian region and strengthen Johnson community

All nationalities are welcomed

Our Key Events*

- Thai Tea & Chill Movie night
- 2Y Send-off
- Lunar New Year



Instructions



	Description	Note
1:1	Schedule a 1:1 with the current officer	Optional
Application Form	- Fill out Application Form (link here) - Candidate is eligible to apply for up to two positions, indicating their priority	- Deadline: 11:59 PM December 11 - Candidate in 1+1 program can apply for VP of Marketing or Admissions & Career Management
Platform	- Should be fit within one page - Please be creative. e.g., your fun fact, your aspiration to apply - At minimum, should include a short introduction and your plan for the position	Candidate can submit two platforms for two positions or combine into one pager Pair of Co-Presidents must to choose to two different VP positions as 2nd priorities
Announcement	Current officers will host a meeting to make decision and may reach out to candidates	Results will be announced by December 20

President/ Co-President

- Provide leadership and direction to guide the organization.
- Plan and coordinate meetings while ensuring timely follow-ups with board members.
- Oversee and balance the workload of board members.
- Manage organizational charts and oversee onboarding and transition processes for board members.
- Serve as the liaison with external stakeholders, including the student activities office and other campus organizations.

VP of Events

- Lead in organizing cultural and recreational events.
- Create the annual cultural and recreational event roadmap and roll out each event to the team.
- Develop comprehensive agendas, execution plans, follow-up schedules, and oversee logistics to ensure seamless event operations.
- Manage event postings on CampusGroups to maximize visibility and engagement.
- Serve as the primary point of contact for event attendees, addressing inquiries and providing support.

Positions



VP of Marketing & Communications

- Oversee club branding initiatives to enhance visibility and recognition across platforms.
- Manage communications via social account and email/group chat to maintain consistent and effective outreach.
- Capture and share event images to showcase activities and build community engagement.
- Design promotional materials, including posters, banners, and other visuals, to support marketing efforts.

VP of Admissions & Career Management

- Engage with admitted students to foster connections and provide support.
- Respond promptly and professionally to inquiries from prospective students.
- Take leading responsibilities in Johnson's admissions events, including Destination Johnson (DJ) and Ask Me Anything (AMA) sessions.
- Plan, organize, and facilitate recruiting activities.
- Identify opportunities related to Southeast Asia, supporting career development efforts.

VP of Finance

- Manage budget requests to the school and advocate for funding needs.
- Oversee budget management to ensure optimal allocation of resources.
- Maintain detailed and accurate records of all expenditures.
- Collaborate in setting pricing for events to balance accessibility and cost recovery.

Contacts of Current Officers



Position	Name	Email
Co-Presidents	Mink Bekanan & Kaiser Khoo	sb2726@cornell.edu, rk783@cornell.edu
VP of Events	Ngoc Ngo	nn352@cornell.edu
VP of Marketing & Communications	Emma Xue	xx355@cornell.edu
VP of Admissions & Career Management	Vanessa Purnawan	vp266@cornell.edu
VP of Finance	Gwen Nguyen	mnn23@cornell.edu