

Officer Selection Process and Sub Committee Selection Process

Interview/Application Process:

- Introduce yourself
 - Major/minor
 - Hometown
 - Why you chose NMU
 - Why you are interested in the Neuroscience Club
- Ask about them
 - Major/minor
 - Hometown
 - Any extracurricular activities at NMU
 - Any academic research projects
 - Why they joined the club and any unique qualities they believe they will provide
 - Why they are interested in an officer position
- Inform them about each position
 - Advisor- Dr. Cortese
 - The advisor is responsible for being a liaison between group members and their connections at NMU and beyond. The advisor should be available to bounce ideas off of and help coordinate activities that will give members a broad scope of what neuroscience is outside of the classroom or laboratory.
 - President
 - The president is responsible for coordinating with the advisor to ensure activities are well planned and well executed. The president should be communicative within the group and able to mitigate issues if they arise.
 - Vice President
 - The vice president is responsible for assisting the president in keeping the club running smoothly. The vice president is expected to keep in touch with the other officers and the subcommittee to relay pertinent information to all.
 - Treasurer
 - The treasurer is responsible for any monetary funds and transactions required for the club. Those funds include money from fundraising, donations, and other sources of income. The treasurer must diligently track when money is spent and when money is saved for a later use.
 - Secretary
 - The secretary is responsible for notating at each meeting so that there is a track record of topics and progress made within the club. It is the secretary's duty to share the meeting minutes with the group after the meeting has been completed. The minutes should be an accurate reflection of the members' discussion about the topics on the table at any given meeting.
 - Social Media Chair

- The social media chair is responsible for updating the instagram and the display case as the need arises. Posts can include: neuroscience journal articles, neuroscience facts, and event promotion as well as officer, member, and faculty spotlights.
 - Apparel Liaison
 - The apparel liaison is responsible for coordinating between the officers, members, and apparel company. They will place and pick up apparel orders and assist in collecting money to give to the treasurer.
 - Group members
 - All group members are responsible for attending meetings as frequently as possible. They should provide input when activities are being discussed and constructive criticism is welcome to help create the most productive and effective atmosphere possible. As a group, we strive to widen our scope of the neuroscience field and to create an intellectually stimulating atmosphere.
- Ask which position they are most interested in and why