

## ***ECA Officer Positions***

**Presidents:** The *Presidents* help to oversee the ECA, plan meetings, collect agenda items from members and set the agenda items at least one week prior to meetings. They also serve as a liaison and representatives to the Graduate Student Council (GSC) and Housing and Community Affairs Committee of the GSC. They collaborate with each member of the ECA Executive Committee.

**Information Officers:** The *Information Officers* are responsible for the maintenance and development of the Eastgate website. They record minutes at the ECA meetings, and work with all members of the ECA Executive Committee to maintain records and obtain feedback on ECA-sponsored events.

**Treasurers:** The *Treasurers* work with the Housemaster in the organization and allocation of an annual programming budget. They assist the ECA Executive Committee in securing funding for various Eastgate events and keep an accurate account of the financial aspects of all events and activities that are sponsored by the ECA. The treasurers also manage the lounge reservations.

**Social Chairs:** The *Social Chairs* oversee the large events organized at Eastgate. They work with the Treasurer and event-planning officers to obtain external funding for ECA-sponsored events. They also manage Eastgate's Floor Rep Program and act as Athletics Chairs for Eastgate to encourage resident participation in intramural sports

**Couples Events Coordinators** serve as a resource for residents without children. They plan outings and activities for Eastgate residents and advocate for the needs of couples within MIT. They act as a liaison for event-planning efforts between graduate dormitories, and also manage the Eastgate Bicycle Rental Program.

## ***ECA Officer Selection Process***

- Applications for the ECA Executive Committee are due on **February 19, 2010**. The application will be an online form that will be made available soon.
  
- All applicants will be expected to attend a 30 minute interview with a panel on Saturday, February 27<sup>th</sup>. After you submit your application, you will be contacted about scheduling the interview. If you are not available on this date, please provide other availability for the following week on your application.

We would like the couple to attend the interview. Babysitting can be provided for those with children.

- Those selected will be announced by Wednesday, March 6, 2010.

For any questions regarding the process or positions, feel free to contact a current ECA Executive Committee member or the Housemaster Ayida Mthembu.