THE CONSTITUTION OF

VUCEPT

OF

VANDERBILT UNIVERSITY

2015-2016

ARTICLE I

The governing body of VUcept shall be the Executive Board, which consists of President, Vice President, and appointed Executive Board members.

ARTICLE II

VUcept is a peer mentor organization, supported by the Office of the Dean of The Ingram Commons, which facilitates the personal and academic growth of Vanderbilt students within the living and learning community of The Martha Rivers Ingram Commons through CommonVU, Vanderbilt Visions, and beyond. By fostering relationships among first-year students, upperclass students, and university faculty, Student VUceptors promote cultural, social, and intellectual development through collaborative exploration, helping the first-year students integrate not only into The Martha Rivers Ingram Commons but also into the greater Vanderbilt community.

ARTICLE III

Section 1. Active Student VUceptors are jointly responsible with a faculty partner for a Vanderbilt Visions group of 17 – 20 first-year students, which meets weekly from the beginning of the fall semester until Thanksgiving Break.

Section 2. The qualifications, eligibility, selections, and termination of Student VUceptors shall be:

A. To be eligible to be a Student VUceptor, one must have the status of rising sophomore, junior, or senior. Student VUceptors must be in good academic and disciplinary standing with Vanderbilt University from the time of their application through the duration of their service to VUcept while maintaining a 3.0 GPA. By advice of the president, vice president, and adviser, Student VUceptors may be dismissed for failure to fulfill responsibilities as outlined in the Student VUceptor Contract (see Appendix A). All individuals in a Student VUceptor role, intending to serve their third year in the organization, will be designated “Lifers.” This includes those who have served as a Student VUceptor for two years and those who have served one year as a Student VUceptor and one year as a VUcept Executive Board member.

B. The selection process of Student VUceptors is based on a written application and personal interview. The selections team consists of the selections co-chairs, president, and vice president, and shall be assisted by the adviser. The selection of Student VUceptors is a closed process. All applications are scored by three sets of readers: the selections team, the other Executive Board members, and Faculty VUceptors. While board members and Faculty VUceptors score applications, it is the sole decision of the selections team as to who will be extended an interview and ultimately selected to be Student VUceptors. As a whole, the 92 selected Student VUceptors should represent the breadth of diversity apparent in the student body of Vanderbilt University. Previous Student VUceptors must go through the same rigorous application process as new applicants, and are not guaranteed an interview. Previous Student VUceptors will be evaluated on past performance. The adviser to the selections team shall have
the power to veto any decision. The Dean of The Ingram Commons must approve final decisions.

C. Attendance of Student VUceptors at all VUcept events shall be mandatory unless otherwise specified. The current Executive Board shall determine the absence policy.

D. In the event that a Student VUceptor is dismissed, a replacement shall be selected at the discretion of the presidential team and adviser. For any dismissal between the initial selection of Student VUceptors and Fall Training, a replacement shall be called up from the alternate list to serve as a Student VUceptor. If a Student VUceptor is dismissed at any point during or after VUceptor Fall Training, the presidential team and adviser will select a member of the VUcept Executive Board to serve as a replacement.

ARTICLE IV

Section 1. Executive Board positions shall be determined by the president, vice president, and adviser. These positions may change annually to best reflect the organization’s evolving goals and needs. Committees within the Executive Board shall be determined by the president and vice president. For full position descriptions, please see Appendix B.

A. President

B. Vice President

C. Public Relations Chair

D. Selections Co-chairs: Logistics and Public Relations

E. Training Co-chairs: Spring Orientation and Fall Training

F. Outreach Co-chairs: Campus Community Relations and International Student Relations

G. Media Co-chairs: VUpoint Co-editor and True Life Student Director

H. Adviser

Section 2. Removal of the president, vice president, and/or Executive Board members.

A. The Executive Board members, by a 2/3 majority vote and approval by both the adviser and the Dean of The Ingram Commons, may remove the president or vice president from office in the event that either officer does not uphold the responsibilities of the position. In the event that the president is removed from office, the vice president assumes the role. The vice presidential role is then filled by an application and interview process led by the new president and adviser. If the vice president is removed, applications and interviews will be conducted to fill the position.

B. Any Executive Board member may be dismissed by a 2/3 majority vote of the Executive Board with the consent of the president, vice president, and adviser for failure to fulfill responsibilities as outlined in the VUcept Executive Board Contract (see Appendix C).

Section 3. Eligible candidates for the VUcept Executive Board must be current Student VUceptors or current VUcept Executive Board members, and be rising juniors or seniors. All selected Executive Board
members must maintain a 3.0 GPA and be in good academic and disciplinary standing with Vanderbilt University from the time of their application through the duration of their service to VUcept. The president, vice president and adviser shall determine other stipulations for eligibility on an annual basis.

Section 4. The president shall have been an Executive Board member for one year prior to selection. The vice president shall either have been an Executive Board member for one year prior to selection or served as a VUceptor for two years prior to selection. Candidates shall apply with a written application and an interview conducted by the outgoing presidential team, adviser, and at least one Faculty VUceptor and one Student VUceptor. The Dean of The Ingram Commons shall also participate in the interview process, when available, and shall have final approval on the members of the presidential team. Immediately after appointment, Executive Board members shall begin their terms of office and shall serve until the following November through the conclusion of the Visions program.

ARTICLE V

Section 1. The Executive Board shall hold regular meetings at times set by the president, vice president and adviser.

Section 2. Outside of meetings initiated by the president and vice president, the Executive Board may call a special meeting by a 2/3 majority. The president, vice president, and adviser must be notified of such a meeting with at least 24 hours notice.

ARTICLE VI

Section 1. Amendments to this constitution may be submitted by an Executive Board member or Student VUceptor. An Executive Board meeting shall be called for vote on the amendment. A 2/3 majority is required in order to pass the amendment.

Section 2. The president and vice president shall both be responsible, with the adviser, for the annual review of the Constitution.
Appendix A. Student VUceptor Contract 2015

VUcept is a peer mentor organization that facilitates the personal and academic growth of Vanderbilt students, with the support of the Office of the Dean of The Ingram Commons. Working within the living and learning community of The Martha Rivers Ingram Commons, VUceptrors promote cultural, social, and intellectual development through CommonVU week activities; Vanderbilt Visions meetings; and fostering relationships among first-year students, upperclass students, and university faculty. Student VUceptrors collaborate with a faculty partner to help first-year students integrate not only into The Ingram Commons but into the greater Vanderbilt community as well.

I commit to uphold the values and mission of VUcept by adhering to the following code of conduct.

I. I will take VUcept commitments seriously and be actively engaged in summer outreach, VUceptor training, weekly Vanderbilt Visions sessions, weekly meetings with my Faculty VUceptor, and all other VUcept/Vanderbilt Visions events. **I will make VUcept a top priority.**

II. I recognize the team-oriented spirit of being a VUceptor and I promise to make the student-faculty partnership a truly collaborative experience. I realize that my relationship with my faculty partner will serve as a model of student-faculty interaction for my VUceptees and I will make this partnership a priority.

III. I understand the importance of peer mentorship in the first-year experience. In addition to creating a positive group experience, I will work to develop one-on-one mentoring relationships with each of my VUceptees through summer outreach, CommonVU week events, Vanderbilt Visions sessions, and opportunities outside of scheduled Vanderbilt Visions events. As a Student VUceptor, I understand that I am required to conduct 1:1 meetings with each of my VUceptees at least once over the course of the fall semester. I realize that I can have a positive impact on my VUceptees and I will take this responsibility seriously.

IV. I realize that, as an ambassador of Vanderbilt University and the VUcept organization, my behavior reflects on both institutions. I will actively work to maintain professionalism, as stipulated during spring orientation and fall training week, within my role as a Student VUceptor.
   i. I will be respectful of people with different points of view, including my VUceptees, my faculty partner, other Student VUceptrors, and the VUcept Executive Board.
   ii. I will remember that I am a role model at all times and will act with integrity and professionalism.
   iii. I will remain open to feedback and will continually work to improve as a peer mentor and Student VUceptor.
   iv. I will take responsibility and be accountable for my actions and decisions.

V. I realize that I am one of 92 Student VUceptrors and I will actively work to develop a supportive, collaborative, and inclusive network of student leaders through VUcept. I understand that I must fulfill my color group obligations as laid out at spring orientation and fall training, including responsibilities that must be conducted over the summer or during the course of the Fall 2015 semester.

VI. As a Student VUceptor, I am required to have a GPA of 3.0 and a clean conduct record during my tenure in order to be retained. I give permission to the offices of the Dean of Students and Dean of The Ingram Commons to verify my academic and disciplinary standing throughout my time as a Student VUceptor.

VII. I understand that programming which involves VUceptrors – summer outreach, CommonVU week, Vanderbilt Visions sessions – is intentional in its purpose. I will support all such programming with a positive attitude and be actively engaged in each endeavor. This includes, but is not limited to, attending all required events and reading The Commons Reading in its entirety. It also includes being drug and alcohol free during all events that VUceptrors are required to attend—VUceptor Training, Vanderbilt Visions sessions, the Class Celebration, First Home Game Tailgate, and all other VUcept and CommonVU events.

I promise to uphold these tenets of Student VUceptor conduct. I am aware that if I fail to uphold these values, I will be subject to review and disciplinary action, which can lead to expulsion and/or inability to return as a Student VUceptor. I understand that it is a privilege to serve as a Student VUceptor and I accept this position and its responsibilities.

Name (please print) ________________________________________________

Signature________________________________________________ Date________________
Appendix B. Board Responsibilities and Roles

A. President
The President’s responsibilities include:
• Serve as the executive officer of the Vanderbilt University registered student organization VUcept,
• Chair weekly board meetings which elicit corporate student voice and consider the work of each board member (responsibilities include creating agendas, facilitating the meetings, and coordinating the involvement of campus partners who can aid in facilitating the professional development of the board),
• Facilitate board retreats in the fall and spring semesters,
• Build and co-facilitate board transitions at the conclusion of presidential term,
• Attend and represent the board at weekly Commons Faculty-Staff meetings or its successor to convey the board’s views of its proceedings,
• Oversee the coordination of strategies for recruitment of Student VUceptors, including public relations, strategic messaging, grass-roots recruitment, interview procedures, and selection of Student VUceptors,
• Participate in the recruitment campaign for Student and Faculty VUceptors,
• Oversee the training of Faculty and Student VUceptors,
• Serve as a member of the Selections Team,
• Coordinate and facilitate VUcept involvement in select CommonVU events,
• Meet weekly with the adviser,
• Renew student organization registration in the spring semester with Anchor Link,
• In collaboration with the vice president, monitor progress of board positions on a regular basis,
• Serve as a liaison to the Student and Faculty VUceptors and between the VUcept board and the DOC staff,
• As a member of the Selections Team, assist the selections co-chairs in reading applications, participating in interviews for Student VUceptors, selecting Student VUceptors and pairing Student and Faculty VUceptors,
• Assist the training co-chairs and the adviser in the implementation of spring VUceptor Orientation and August Fall Training, and
• Consult with the vice president and the adviser when creating probationary terms in the event that a board member is not fulfilling their responsibilities as outlined in the VUcept Bylaws.
The President works directly with the VUcept adviser.

B. Vice President
The Vice President’s responsibilities include:
• Serve as the second executive officer of the Vanderbilt University registered student organization VUcept,
• Replace the president in case of incapacity or conduct,
• Aid the president as assigned,
• In collaboration with the president, monitor progress of board positions on a regular basis,
• Provide counsel for those board positions which directly impact first-year students (outreach co-chairs and media co-chairs),
• Meet weekly with the adviser,
• Participate in the recruitment campaign for Student and Faculty VUceptors,
• As a member of the Selections Team, assist the selections co-chairs in reading applications, participating in interviews for Student VUceptors, selecting Student VUceptors, and pairing Student and Faculty VUceptors,
• Assist the training co-chairs and the adviser in the implementation of spring VUceptor Orientation and August Fall Training, and
• Consult with the president and the adviser when creating probationary terms in the event that a board member is not fulfilling their responsibilities as outlined in the VUcept Bylaws.
The vice president works directly with the VUcept adviser.
C. Public Relations Chair
This position is open to one individual.
The PR chair’s responsibilities include:
• Record minutes at every board meeting and retreat and upload to sharepoint within 24 hours,
• Coordinate all print, media and people advertising strategies for the recruitment and selection of Student VUceptors,
• Advertise special programs or workshops to prepare students for VUceptor applications and interviews,
• Coordinate promotional materials (banners, t-shirts, flyers, etc.),
• Coordinate recruitment information sessions, including visits in the Houses, visits with student organizations, etc.,
• Produce digital communications on VUcept’s social media outlets (Facebook, Twitter, and Instagram),
• Serve as Editor-in-Chief of the VUceptor Blog,
• Assist the selections co-chairs in reading applications and participating in interviews for Student VUceptors,
• Assist the training co-chairs and the adviser in the implementation of spring VUceptor Orientation and August Fall Training, and
• Assist the DOC staff in the implementation of select CommonVU events.
The PR Chair is busiest November through early February and works directly with the VUcept adviser. They must have a work plan for the recruitment period (November – February) completed by November 13, 2015.

D. Selections Co-chairs: Logistics and Public Relations (PR)
This position is open to two individuals, though each will be given a specific role.
The Selections/Logistics co-chair’s responsibilities include:
• Coordinate VUceptor selections in the spring semester,
• Review and complete approval process of the written application and scoring rubrics,
• Oversee the interview process,
• Coordinate and facilitate logistics not handled by the professional staff related to scheduling interviews and maintaining databases for selections purposes,
• Participate as member of the Selections Team in the Faculty-Student VUceptor pairing process,
• Participate in the recruitment campaign for Student VUceptors,
• In the event that the public relations chair is unable to attend a board meeting or retreat or serve in the official role of minute-taker, the selections/logistics co-chair shall record the minutes and upload to sharepoint within 24 hours,
• Design and implement the spring Meet & Greet and fall General Body Meetings,
• Assist the training co-chairs and the adviser in the implementation of spring VUceptor Orientation and August Fall Training, and
• Assist the DOC staff in the implementation of select CommonVU events.
The Selections/Public Relations co-chair’s responsibilities include:
• Coordinate VUceptor selections in the spring semester,
• Review and complete approval process of the written application and scoring rubrics,
• Oversee the interview process,
• Coordinate with the public relations chair in aligning messaging and marketing for VUceptor applications,
• Coordinate with the outreach co-chairs in recruiting select populations,
• Design and coordinate special programs or workshops to prepare students for VUceptor applications and interviews,
• Participate as member of the Selections Team in the Faculty-Student VUceptor pairing process,
• Participate in the recruitment campaign for Student VUceptors,
• Design and implement the spring Meet & Greet and fall General Body Meetings,
• Assist the training co-chairs and the adviser in the implementation of spring VUceptor Orientation and August Fall Training, and
• Assist the DOC staff in the implementation of select CommonVU events.
The selections co-chairs are busiest November through March, though they must have a work plan for the year completed by November 27, 2015. The selections co-chairs work directly with the VUcept adviser.

E. Training Co-chairs: Spring Orientation and Fall Training
This position is open to two individuals, though each will be given a specific role.
The Training/Spring Orientation co-chair’s responsibilities include:
• Conduct a thorough review of the orientation structure,
• Create architectural design of Student VUcept orientation content and materials,
• Coordinate with the adviser on Faculty VUcept orientation content and materials,
• Collaborate with the adviser and assistant dean to facilitate VUcept orientation,
• Serve as primary point person for VUcept orientation communications,
• Collaborate and finalize work plan for VUcept orientation to be completed by January 11, 2016,
• Participate in the recruitment campaign for Student VUceptors,
• Assist the selections co-chairs in reading applications and participating in interviews for Student VUceptors,
• Design, coordinate, and facilitate August Outreach by Student and Faculty VUceptors before Move-In,
• Facilitate Move-In Day mentoring of students and their families by Student VUceptors,
• Collaborate with the adviser and the assistant dean to facilitate VUcept Fall Training, and
• Assist the DOC staff in the implementation of select CommonVU events.
The Training/Fall Training co-chair’s responsibilities include:
• Collaborate with the adviser and assistant dean to facilitate VUceptor orientation,
• Conduct a thorough review of the previous training structure,
• Create architectural design of fall training for Student and Faculty VUceptors,
• Coordinate with the adviser on fall training content and materials,
• Collaborate with the adviser to facilitate logistics of Fall Training,
• Serve as primary point person for fall VUceptor training communications,
• Collaborate and finalize work plan for fall VUceptor training to be completed by April 15, 2016,
• Participate in the recruitment campaign for Student VUceptors,
• Assist the selections co-chairs in reading applications and participating in interviews for student VUceptors,
• Design, coordinate, and facilitate August Outreach by Student and Faculty VUceptors before Move-In,
• Facilitate Move-In Day mentoring of students and their families by Student VUceptors,
• Collaborate with the adviser and the assistant dean to facilitate VUceptor Fall Training, and
• Assist the DOC staff in the implementation of select CommonVU events.
The training co-chairs work directly with the VUcept adviser and with the assistant dean of The Ingram Commons to collaborate with many campus partners in the development and implementation of VUceptor Spring Orientation and Fall Training. The architectural design and implementation of both events is a collaborative venture between the co-chairs. The training co-chairs are busiest November through April and in August.

F. Outreach Co-chairs: Campus Community Relations and International Student Relations
This position is open to two individuals, though each will be given a specific role.
The Outreach/Campus Community Relations Co-chair’s responsibilities include:
• In collaboration with the selections co-chairs, design and coordinate a VUcept targeted recruitment campaign to expand the diversity of viewpoints represented within the organization,
• In collaboration with the training co-chairs, design and implement training to ensure that Student VUceptors are up to date on issues of campus climate and current events,
• Plan and coordinate special workshops for VUceptors on integrating minority students into Visions groups in collaboration with the outreach/international student relations co-chair,
• Facilitate workshops for the executive board on the topic of campus climate and diversity in consultation with appropriate campus partners,
• Collaborate with the outreach/international student relations co-chair on educational outcomes related to incorporating diverse perspectives into VUcept and Vanderbilt Visions,
• Design and coordinate other VUcept initiatives as designed by students,
• Participate in the recruitment campaign for Student VUceptors,
• Assist the selections co-chairs in reading applications and participating in interviews for Student VUceptors,
• Assist the training co-chairs and the adviser in the implementation of spring VUceptor Orientation and August Fall Training, and
• Assist the DOC staff in the implementation of select CommonVU events.

The Outreach/International Student Relations Co-chair’s responsibilities include:
• Design and coordinate a VUcept International Student Relations program which includes:
  o Developing a strategy for recruitment and retention of international Student VUceptors in conjunction with the public relations chair,
  o Developing strategies and suggestions for training international Student VUceptors and for training other Student and Faculty VUceptors on how to relate to international VUceptees in conjunction with the training co-chairs,
  o Developing methods for communication with international VUceptees and their families over the summer in conjunction with the training co-chairs,
• Serve as a liaison between VUcept and International Student and Scholar Services,
• Coordinate and facilitate the International Student Lunch as part of CommonVU,
• Collaborate with the outreach/campus community relations co-chair on educational outcomes related to incorporating diverse perspectives into VUcept and Vanderbilt Visions,
• Participate in the recruitment campaign for Student VUceptors,
• Assist the selections co-chairs in reading applications and participating in interviews for Student VUceptors,
• Assist the training co-chairs and the adviser in the implementation of spring VUceptor Orientation and August Fall Training, and
• Assist the DOC staff in the implementation of select CommonVU events.

The Outreach Co-chairs work directly with the VUcept adviser. The co-chairs must have a completed work plan for the year by March 18, 2016. The Outreach Co-chairs are busiest from January to April and in August.

G. Media Co-chairs: VUpoint Co-editor and True Life Student Director
This position is open to two individuals, though each will be given a specific role.
The Media/VUpoint Co-chair’s responsibilities include:
• Serve as co-editor, along with the assistant dean, of VUpoint
• Collaborate on the architectural design of the print publication VUpoint,
• Solicit, review and compile essays for the VUpoint publication from students and faculty across campus,
• Coordinate with Campus Creative Services on the layout and design of VUpoint,
• Collaborate with the Media/True Life Student Director Co-Chair on conceptual design of True Life presentation,
• Coordinate and facilitate CampusVU,
• Participate in the recruitment campaign for Student VUceptors,
• Assist the selections co-chairs in reading applications and participating in interviews for Student VUceptors,
• Assist the training co-chairs and the adviser in the implementation of spring VUceptor Orientation and August Fall Training, and
• Assist the DOC staff in the implementation of select CommonVU events.

The Media/True Life Student Director Co-chair’s responsibilities include:
• In conjunction with the faculty director:
  o Select and train actors for the True Life presentation
  o Develop a conceptual plan for the True Life performance
  o Conduct rehearsals including: spring orientation workshop, training week rehearsals, and Dress Rehearsal
• Compose an essay for the VUpoint publication specific to the True Life section,
• Collaborate with all relevant campus partners and the VUcept adviser to finalize the performance script,
• Participate in the recruitment campaign for Student VUceptors,
• Assist the selections co-chairs in reading applications and participating in interviews for Student VUceptors,
• Assist the training co-chairs and the adviser in the implementation of spring VUceptor Orientation and August Fall Training, and
• Assist the DOC staff in the implementation of select CommonVU events.

The Media co-chairs work directly with the assistant dean of The Ingram Commons and the VUcept adviser. They must have a completed work plan for the year by April 15, 2016. The media co-chairs are busiest from November through April.

H. Adviser
The VUcept adviser is responsible for overseeing all aspects of the Executive Board. The adviser also serves as the primary liaison to the Office of the Dean of The Ingram Commons. Some of the responsibilities assigned to the adviser include:

• Oversee and disburse the VUcept budget,
• Advise all 11 positions and the 92 Student VUceptors,
• Serve as the primary point of contact for all concerns related to VUcept or Vanderbilt Visions,
• Work directly with the assistant dean of The Ingram Commons to plan and execute Vanderbilt Visions,
• Oversee all Vanderbilt Visions CommonVU events.
Appendix C. VUcept Executive Board Contract 2015-2016

VUcept is a peer mentor organization, supported by the Office of the Dean of The Ingram Commons, which facilitates the personal and academic growth of Vanderbilt students within the living and learning community of The Martha Rivers Ingram Commons through CommonVU, Vanderbilt Visions, and beyond. By fostering relationships among first-year students, upperclass students, and university faculty, VUceptors promote cultural, social, and intellectual development through collaborative exploration, helping the first-year students integrate not only into The Ingram Commons but also into the greater Vanderbilt community.

I commit to uphold the values and mission of VUcept by adhering to following code of conduct.

I. I will attend and actively participate in weekly board meetings. I will attend all board events deemed mandatory and will step up when called upon to help with an event. **I will make VUcept my top priority.**

II. I understand the importance of the board to VUcept and the necessary collaboration among board members, campus partners, graduate assistants, professional staff in the Office of the Dean of The Ingram Commons, and the VUcept adviser. I will work to establish a collaborative and fruitful partnership with other board members, the adviser, and the DOC and Vanderbilt staff.

III. I realize that as a role model to VUceptors, I am held to a higher standard of professionalism as a board member and a representative of VUcept. I will uphold this standard of professionalism in my language, demeanor, and interactions with VUceptors and non-VUceptors.

IV. I understand the confidentiality of VUcept Board discussions and the need for impartiality as a board member. I will not answer any question that I am not qualified to answer; rather, I will refer them to a specific position chair and/or the president.

V. I will positively present a united front with the rest of the board on all board decisions. I will not speak ill of my fellow board members, VUceptors, the VUcept organization, or the Vanderbilt Visions program.

VI. I will refrain from endorsing candidates in the elections of other student organizations, including Vanderbilt Student Government, to prioritize the unity of the board and the interests of the Office of the Dean of The Ingram Commons.

VII. I will read The Commons Reading in its entirety. I will arrive on campus no later than one week before the beginning of the academic year to attend VUceptor training week and to participate in CommonVU. I will remain drug and alcohol free during all VUcept-related events, including all of training and CommonVU.

VIII. I understand that I must fulfill my color group obligations as laid out at Spring Orientation and Fall Training, including responsibilities that must be conducted over the summer or during the course of the Fall 2015 semester.

IX. I understand that I must maintain a GPA of 3.0 and a clean conduct record during my tenure in order to be retained. I give permission to the offices of the Dean of Students and Dean of The Ingram Commons to verify my academic and disciplinary standing throughout my time as a board member.

X. I will fulfill all tenets of the Student VUceptor contract. As a VUcept Executive Board member, I realize that I am an ambassador between the DOC and the Student VUceptors and I represent the interests of Vanderbilt’s incoming class of first-year students.

I promise to uphold these tenets of the VUcept Executive Board conduct. I am aware that if I fail to uphold these values, I will be subject to review and disciplinary action, which can lead to expulsion. I understand that it is a privilege to serve as a VUcept Executive Board member and I accept this position and its responsibilities.

Signature _________________________________ Date __________________

Printed Name ___________________________________________________________