**Evening & Weekend MBA Real Estate Club Leader Roles**

**President**

Number of positions: (1 opening)

* Sets the overall direction for the Club
* Maintains open dialogue with Kellogg Real Estate Program and FT Real Estate Club
* Represents Club on issues/concerns and raises to school administration
* Oversees transition of Club leadership

**VP Positions**

Number of positions:

* VP Treasurer/Finance (2 openings)
	+ Formulates and manages the Club budget
* VP Communication (1 opening)
	+ Ensures consistent and ongoing communication with PTMBA club members
	+ Primary contact for eNews announcements
	+ Maintains Club’s Campus Groups website
* VP Events (2 openings)
	+ Leads the planning of club events and assigns responsibilities to the club officers
	+ Helps event coordinators in the planning and execution of club events
* VP Corporate Outreach (2 openings)
	+ Engages local and national real estate firms
	+ Serves as liaison/point of contact for assigned firms
	+ Leads information session(s) for assigned firms
	+ Coordinates real estate career development/training activities

**NOTE: All Officers (including President) will be responsible for coordinating AT LEAST one event during term**

**CLUB ELECTION TIMELINE**

Application Deadline – February 28, 2017

Officers Selected – March 14, 2017 February 28