

Manifesto for Treasurer and Event Coordinator Position

I am a third year Actuarial Science student hoping to be voted in to the position of treasurer as my first choice. My manifesto outlined below falls into two main categories: keeping a good record of the association's finances and devising budgets to ensure appropriate spending of funds.

What I strive to achieve as a treasurer of Malaysia Student Association:

- Ensure a high transparency level of the association's accounts by providing frequent financial updates to the higher level committees. Hence, providing accurate updates at all times
- Develop an improved, detailed and more organized financial reports from the current ones which could improve clarity in the accounts of the association.
- Collaborate with committee members to devise budgets for events in order to ensure the association's funding is well spent.
- Explore and devise better methods of raising funds through various sponsorships.

What can I bring to the table?

- Time management- I am quite well organized and able to manage many different tasks and activities ensuring that I have enough time for every task and activities.
- Organizational skills- I have learnt quite good organizational skills from my previous internship that focused a lot on excel and data organization and well as organized report presentation.
- Confident in handling numbers- Being an Actuarial Science major and at the same time having experience dealing with lots of statistics and numbers in my previous job and internship, I have learnt the ability to manage books and records to ensure accurate numbers and details. I would also be able to give suggestions on appropriate use of funds for the association's and its members benefit.

I am also hoping to be voted in to the position of event coordinator which is my secondary position choice.

What I strive to achieve as an event coordinator for the Malaysia Student Association:

- I would like to increase the number of events we organize as well as increase collaboration with other international organizations to increase the scope and network of the Malaysian Student Association.
- Planning events which involves more member participation to strengthen our association and make it better known.
- Plan bigger events such as cultural and traditional events like performances by collaborating with other associations to display our culture to more people.

- Make possible improvements in event flows to ensure smoother and more organized coordination as well as time efficiency.

What can I bring to the table?

- Event flow management and organization skills- I am quite organized and have experience in assisting as well as planning events during my internship and past job. I would be able to provide a better strategy and method of improving the flow and organization of events and man power.
- Time management- I have learnt on how to manage multiple tasks and activities for a same time period over the years. Thus, I would be able to organize my tasks in my position as well as my usual activities well. I believe I would be able to contribute my time to coordinate and plan events.
- Teamwork- In my opinion, teamwork is a key to organize good and successful events. Having various experience of working in different teams, I believe I have good social and teamwork skills in order to communicate with other members to ensure a smooth flow of events and individual tasks.
- Experience- I would be able to help the club in organizing activities well by using my experience from assisting the Sales and Admissions team from my previous jobs in organizing workshops, activities, competition as well as leading my student ambassador team in organizing a gathering with activities for the whole student ambassador as well as the sales and admission team.