

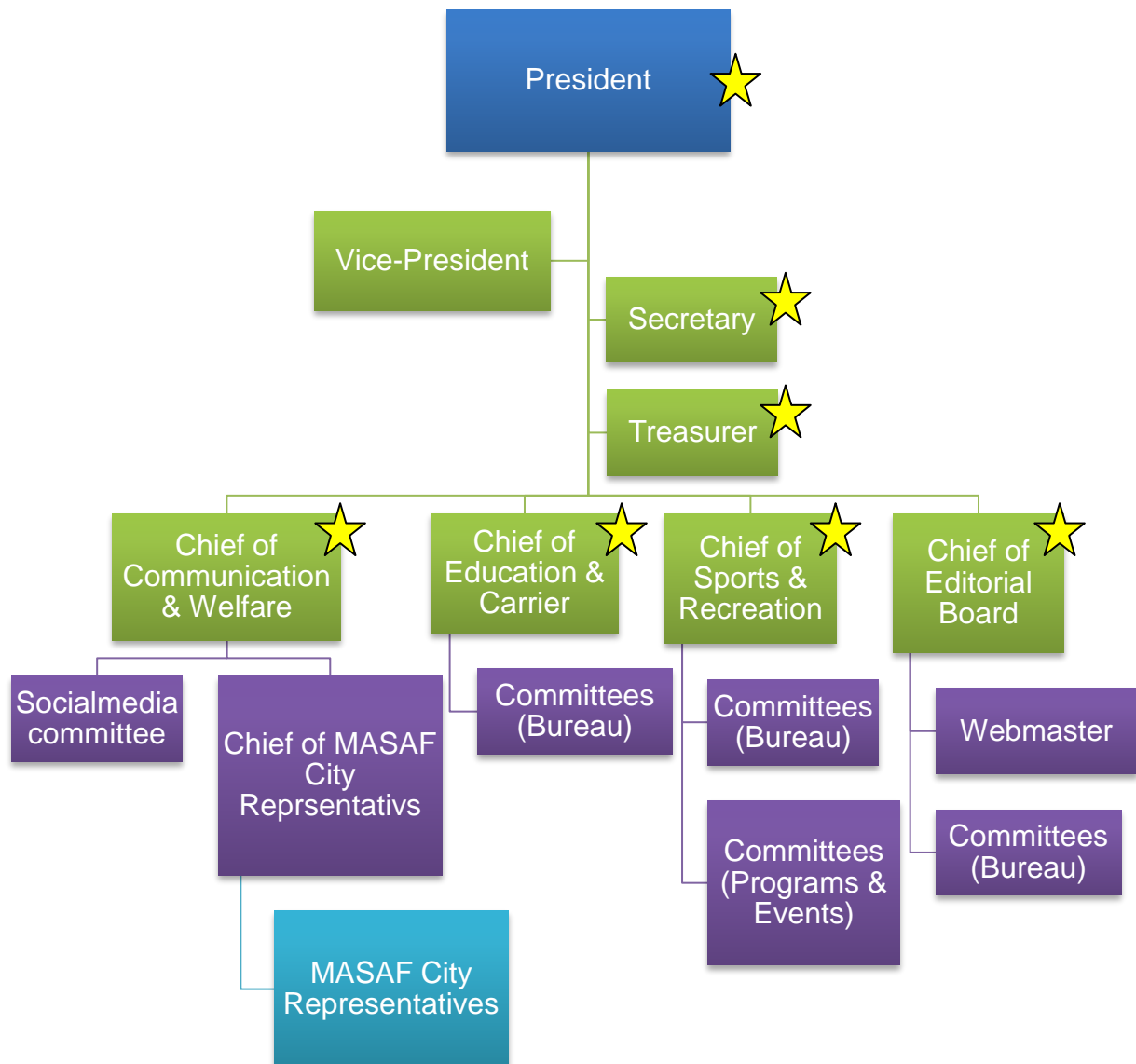


MASAF

MALAYSIAN STUDENTS' ASSOCIATION OF FRANCE

THE STRUCTURE OF MASAF

★ Contested seats for election





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PRESIDENT

- Calling and chairing meeting and ensure the efficiency of the team.
- Setting the annual calendar event (write a proposal to all HICOM members to vote).
- Keeping the unity of all HICOM members.

VICE-PRESIDENT

- Setting the organisational time limit/whistle blowing.
- Keeping track of due events
- Reminding HICOM to complete their task in the predefined framework.
- Micromanagement.

SECRETARY

- Writing the Annual report of MASAF.
- Ensuring all paperwork is organised and accessible to all HICOM members.
- Head of event (coordinator of HICOM)
- Preparation of all paperwork (invitation, résumé, proposal...) required.

TREASURY

- Make a 2-monthly financial report to the HICOM, a trimester financial report and an annual financial report for the public.
- Making MASAF less dependent on sponsors.
- Creating and selling items during events, or throughout the year.
- Finding sponsors for event, activities and projects.
- Proposing profit sharing with companies.
- Building the student's emergency fund.



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MALAYSIAN STUDENTS' ASSOCIATION OF FRANCE

CHIEF OF EDUCATION & CARRIER

- Managing database of stage
- Organizing the annual EduTalk and Career fair in France.
- Organizing the annual Graduation Day.
- Publication of newsletters to form a more informed Malaysian community.
- Providing advice on the arrival of new students each year.

COMMITEES (BUREAU)

- Help and assist the chief of his or her bureau in any way possible

CHIEF OF SPORTS & RECREATION

- Overseeing all events concerning the physical wellness of students.
- Organising the annual event MASAF games
- Organising recreation activities (exe : ski trip, jungle trekking)

COMMITEES (BUREAU)

- Help and assist the chief of his or her bureau in any way possible



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CHIEF OF EDITORIAL BOARD

- Conducting a big project that goes across few generations, a tiny booklet that could be distributed or sold about a Malaysian students' life in France.
- Publish articles using statistics gathered and be analytical.
- Prepare the content of email to be sent, forward to chief of communication to be published and announced.
- Prepare and provide articles or necessary materials to the Chief of Communication to be post in the website.
- Conducting surveys – report to HICOM and prepare written report to PPL Paris and to all students.
- Gathering relevant statistics.

WEBMASTER

- Responsible for MASAF webpage and forum.
- Updating, organizing and improving the online medias.
- Selecting (if necessary) a team of people that has the know-hows concerning the portfolio.
- Putting up strategies to ensure the effectiveness of all online platforms.

COMMITEES (BUREAU)

- Help and assist the chief of his or her bureau in any way possible



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MALAYSIAN STUDENTS' ASSOCIATION OF FRANCE

CHIEF OF COMMUNICATION & WELFARE

- Managing all online accounts of MASAF (Gmail, Facebook, Flickr, Website etc)
- Responsible for diffusing information.
- Keep in contact with all MASAF City Representatives and ARIF, maintaining good relation between MASAF/ARIF and MASAF/City Representatives.
- Updating student emails (private and sponsored).

SOCIALMEDIA COMMITTEE

- Updating, organizing and improving the social medias.

MASAF CITY REPRESENTATIVES

- Informing the local community about the information/announcement that has been diffused from MASAF via email, Facebook or other communication method.
- Collecting and updating the list of the Malaysian students in respective cities for future references.
- Helping MASAF to coordinate MASAF events, programs or activities in the respective cities.
- Promoting a healthy relationship among the local community.