

International Student Association

Officer Roles and Duties:

- A. The President shall:**
1. Oversee all club functions
 2. Provide leadership and direction to the club organization
 3. Ensure that the Statement of Club Activity is submitted to the Office of Student Life and Leadership at the beginning of each academic year
 4. Develop agendas for and preside over all general membership and club officer meetings.
 5. Organize bi-weekly meetings
 6. Oversee the process of event planning
 7. Organize at least 4 events per semester
 8. Attend ASMCC Presidents' Council meetings when called upon by the President of ASMCC
 9. Maintain active communication between all officers and the Club Advisor
 10. Oversee all budget/purchase requests and maintain overall financial responsibility for the club's funds
 11. Work closely with the Senator to ensure the club is being represented accordingly in the Senate;
 12. Maintain a current list of contact information of officers, advisor and members;
 13. Represent the club as a whole
 14. Assume other tasks as delegated by the club officers or general membership
- B. The Vice-President shall:**
1. Assume the duties of the Office of the President in the instance of its vacancy
 2. Assume the duties of the Office of the President in his/her temporary absence
 3. Assist the President in managing club functions
 4. Work with the Treasurer to prepare a semester budget and information for the end of semester and maintain a current accounting of the club's financial status including income and expenses
 5. Assist the President in scheduling locations for meetings and events
 6. Coordinate fundraising efforts with the Treasurer, PR and Marketing officer and Secretary;
 7. Ensure strong leadership succession by identifying and recruiting new club volunteers;
 8. Assume other tasks as delegated by the club officers
- C. The Secretary shall:**
1. Take and distribute a record of the minutes for all general and club officer meetings within four (4) business days
 2. Acquire and maintain a register of club member contact information
 3. Collect and distribute materials for all general and club officer meetings
 4. Maintain a calendar of club and campus events
 5. Archive copies of all forms and documents submitted by the club

6. Maintain official records of meetings
7. Maintain the student organization's history for that academic year
8. Verify all student organization purchase requests
9. Assist with student organization projects where needed
10. Assist the Public Relations officer in maintaining communication between the ISA President and members (this may include emails, letters, and phone calls).
11. Work closely with the Vice-President, PR & Marketing and Treasurer to plan and organize fundraising activities.

D. The Treasurer shall:

1. Keep an accurate ledger of all club financial activity
2. Research costs involved in any and all events and functions
3. Maintain all receipts, purchase orders, payments, and donations
4. Provide a regular report on the club's fiscal standing when requested by an active member
5. Prepare the official semester budget
6. Monitor the ISA budget
7. Complete a semester financial report
8. Collect funds, pay bills and depositing to the student organization's account
9. Keep a record of all transactions, i.e. deposits, checks and adjust entries
10. Work closely with the VP, PR and Marketing officer and Secretary to plan and organize fundraising activities

E. The Public Relations and Marketing officer shall:

1. Develop relevant social media content
2. Create event flyers and other promotional material
3. Publicize club activities through email, and working with IE and other departments to publish content on social media and finding additional ways to promote the club
4. Advertise the club activities on campus
5. Work with the Senator and President to develop partnerships with other clubs on campus
6. Develop external partnerships
7. Work closely with the Secretary to maintain records of correspondence
8. Work closely with the VP, Treasurer and Secretary to plan and organize fundraising activities

F. The Senator shall:

1. Attend ASMCC Student Senate meetings
2. Provide a regular report on the activities of ASMCC Student Senate to the club at all regular and club officer meetings
3. Maintain close contact with the President, Club Advisor, and club members to ensure proper representation of the ISA in ASMCC Student Senate
4. Make announcements during ASMCC Student Senate on upcoming ISA events and activities as necessary
5. Appoint an alternate Senator to be confirmed by the club officers
6. Ensure that his/her alternate assumes the duties of the office if he/she is absent
7. Work with the PR & Marketing officer and President to develop partnerships with other clubs on campus;
8. Work with the President and attend weekly club meetings with the ASMCC and represent the club accordingly;