

February 17<sup>th</sup> 2017

# POWERS, DUTIES, AND RESPONSIBILITIES

THE POWERS, DUTIES, AND RESPONSIBILITIES OF THE GOVERNING STRUCTURE SHALL BE DEFINED AS FOLLOWS:

## 1. PRESIDENT

- i. Responsible for the overall position of the organization
- ii. Calls special meetings of the organization
- iii. Preside over meetings of the organization
- iv. Facilitates executive board meetings
- v. Notifies members of all meetings
- vi. Maintains contact with organization adviser
- vii. Maintains contact with organization alumni
- viii. Assists all executive officers
- ix. Provides follow-up to organizational tasks
- x. Organize a mandatory Executive Board planning meeting to develop the goals for the upcoming year
- xi. Coordinates executive board officer transitions
- xii. Represents organization at official functions
- xiii. Attend any of the mandatory training sessions for requesting funds from the Student Budget Allocation Committee (SBAC)
- xiv. Organizes annual alumni networking night for members of the organization
- xv. Represent the best interest of the organization in all interactions with affiliated organizations, University administration, and community
- xvi. Create an electronic transition binder that will be used for future officers
- xvii. Serve as the Liaison for the Business Leadership Council

## 2. VICE PRESIDENT

- i. Assumes the duties of the President in his or her absence
- ii. Coordinates competitive events for members of the organization
- iii. Maintains contact with organization adviser
- iv. Maintains contact with organization alumni
- v. Organizes annual alumni networking night for members of the organization
- vi. Represents organization at official functions
- vii. Prepares an agenda with the President for all meetings
- viii. Maintain a relationship with the ELS Center
- ix. Organize at least one community service event per year with an external organization
- x. Coordinate at least one community service event per year with an on-campus community activity (e.g. Global Community Day, Relay for Life, etc.)
- xi. Report all outlined budget requests to the Treasurer
- xii. Create an electronic transition binder that will be used for future officers
- xiii. Performs other duties as directed by the President

## 3. TREASURER

- i. Keeps all financial records of the organization
- ii. Prepares an annual budget
- iii. Prepares all budget requests for funds
- iv. Maintains a financial history of the organization
- v. Provides adviser with summary of financial records at the end of the academic year
- vi. Represents organization at official functions
- vii. Attend any of the mandatory training sessions for requesting funds from the Student Budget Allocation Committee (SBAC)
- viii. Creates an electronic transition binder that will be used for future officers
- ix. Performs other duties as directed by President

#### 4. DIRECTOR OF COMMUNICATIONS AND MARKETING

- i. Maintains and updates the organization's website
- ii. Maintains and updates the organizations social media sites (Facebook, Twitter, LinkedIn, etc.)
- iii. Organizes campaigns to promote the International Business major and minor
- iv. Works with the Management Department to promote Global Leadership Week
- v. Represents organization at official functions
- vi. Creates an electronic transition binder that will be used for future officers
- vii. Performs other duties as directed by the President

#### 5. DIRECTOR OF EVENTS

- i. Organizes cross-cultural events for that organization that embody Asian, European, Middle Eastern, Latin American and African business, culture, ethics, and language
- ii. Researches opportunities to work with external organizations which promote international business and diversity
- iii. Reports all outlined budget requests to the Treasurer
- iv. Selects a committee of two or three students to help organize events
- v. Creates an electronic transition binder that will be used for future officers
- vi. Represents organization at official functions
- vii. Performs other duties as directed by the President

#### 6. DIRECTOR OF RECRUITMENT

- i. Recruits new members
- ii. Lead the recruiting effort for Freshman
- iii. Serves as the direct contact for those interested in the International Business major/minor
- iv. Assists as a student mentor to those new in the department (e.g. Freshman or transfer students)
- v. Emails blog reflections out to all members abroad
- vi. Creates an electronic transition binder that will be used for future officers
- vii. Performs other duties as directed by the President and Vice President