

2019-2020 AASA Officer Position Descriptions

President

- Act as the official, public representative of AASA;
- Call and coordinate executive functions;
- Implement, organize, and inform organizational meeting times and agendas in the proper manner;
- Organize and facilitate the officer retreat during the summer;
- Work directly with and supervise the Secretary, Treasurer, Historian, and Graphic Designer;
- Delegate responsibilities to officers in a clear and coordinated fashion;
- Supervise and help implement all weekly events, as well as the Asian American Awareness Week and Asian American High School Conference;
- Coordinate and implement the Asian American Graduation Ceremony;
- Organize the recruitment and aid in the selection of new officers;
- Meet with the Association's advisor as needed;
- Be responsible for the management and appropriation of the funds and budget of the Association;
- Initiate and implement the policies determined by the Association;
- Supervise the officer team.

External Vice President

- Perform faithfully the responsibilities delegated by the President;
- Meet regularly with the President and the Internal Vice President;
- Serve as a liaison between AASA and other student organizations on campus and in the community;
- Find opportunities for AASA to take part in campus events;
- Supervise the Directors of Social Justice and Service;
- Deliberate hearings in which officer's responsibilities are questioned;
- Address, discuss, and resolve issues concerned with the Association and its members with the campus community and abroad;
- Substitute for the President whenever necessary, specifically during situations in which the President is unable to fulfill certain responsibilities pertaining to public relations;
- Work with the Internal Vice President to plan, coordinate, and implement fundraising efforts;
- Assist the President with planning and implementing Asian American Graduation.
- Help supervise the officers in their various functions;
- Oversee the organization and implementation of Asian American Awareness Week.

Internal Vice President

- Perform faithfully the responsibilities delegated by the President;
- Meet regularly with the President and the External Vice President;
- Maintain an open, constructive, and cooperative environment among the officers;

- Hold officers accountable to fulfilling their duties, and provide support where necessary;
- Deliberate hearings in which officer's responsibilities are questioned;
- Oversee recruitment, retention, and member relations within the organization;
- Supervise the Directors of Activities and Conference;
- Work with the External Vice President to plan, coordinate, and implement fundraising efforts;
- Oversee the organization and implementation of Asian American High School Conference;
- Assist the President with planning and implementing Asian American Graduation.
- Help supervise the officers in their various functions.

Secretary

- Keep a written, accurate, updated account of all proceedings and decisions taken by the Association during meetings;
- Record all voting procedures and motions occurring during the meetings;
- Serve as a liaison between the officers and all members by organizing and disseminating weekly information to all members of the Association concerning news, scholarships, opportunities, and events;
- Manage the Association's email inbox and respond to inquiries and requests;
- Advertise all activities, projects, events and programs that are prepared, coordinated and sponsored by the Association;
- Post and distribute flyers around campus as well as delegating responsibilities to other AASA officers and members to assist in getting the information out;
- Prepare meeting minutes to be distributed via email;
- Be responsible to find a proxy to fill the vacancy and task of the secretary should the secretary be unable to attend the meeting;
- Update and maintain ASUU listserve and other mailing lists.

Treasurer

- Manage all of the Association's financial matters including, but not limited to, deposits, bills, and financial requests;
- Submit the Budget Requests through ASUU;
- Keep accounts for all of AASA's spending;
- Receive and safekeep receipts for reimbursements and financial records;
- Organize, track and submit all budget requests and bills;
- Seek potential sponsors for AASA with written proposal letters;
- Assist with fundraising when needed.

Historian

- Attend all meetings and events;
- Consistently document all AASA meetings, events, and functions through photography and other media as appropriate;

- Actively collect various memorabilia relevant to AASA throughout the year including, but not limited to, news articles, event fliers, invitations, official letters, programs, and photographs, and compile these into a complete scrapbook to be presented to the Association before the end of the academic year;
- Update and maintain AASA's website, social media, displays, notice boards in CESA, and respond to feedback from members on these sources of information;
- Utilize and maintain the security of the website account information such as passwords that must be held confidential amongst the Historian and the Executive Board.

Graphic Designer

- Attend all meetings and events;
- Create posters and flyers for all of the Association's activities, projects, events and programs in a timely manner including, but not limited to:
 - AASA recruitment poster and fliers
 - Asian American Graduation stole
 - Asian American Awareness Week Poster
 - Social media posts and marketing
 - AASA recruitment banners
 - AASA t-shirt designs
- Create or modify the Association logo as determined by the President;
- Design the Association's t-shirts;
- Advertise all activities, projects, events and programs through social media accounts including, but not limited to, Facebook and Instagram.

Director of Activities

- Attend all activities and events;
- Develop ideas for social activities;
- Organize, coordinate, and participate in all AASA social activities for new and existing members;
- Promote social activities on AASA's social media platforms;
- Set a date, reserve venues if applicable, and hold social activities at least once a month;
- Help clean and delegate cleaning responsibilities after every activity.

Director of High School Conference

- Attend all activities and events;
- Plan, prepare, coordinate functions, and supervise the Asian American High School Conference;
- Establish theme and develop a day full of activities and events;
- Contact venues, facilitators, speakers, and performers for the program;
- Coordinate outreach and promotional materials and opportunities;
- Oversee registration and training of event volunteers;
- Update the Association on the progress of event planning;

- Delegate tasks as necessary to the officer team to complete planning and organization for the event.

Director of Service

- Attend all meetings and events;
- Develop ideas for service events, and develop a service theme for the school year;
- Organize, coordinate, and participate in all AASA service events for new and existing members;
- Set a date, reserve rooms if applicable, and host service events at least once a month;
- Develop ongoing partnerships with organizations to provide continuing service;
- Seek out possible service project collaborations with both campus and community organizations;
- Organize any additional service project opportunities for members.

Director of Social Justice

- Plan, prepare, coordinate, and establish a theme for the events of Asian American Awareness Week, incorporating social justice into the calendar of events;
- Contact venues, facilitators, speakers, and any additional invited persons for the Awareness Week programs/events;
- Update the Association on the progress of event planning, and delegate tasks as necessary to the officer team to complete planning and organization for AAW;
- Gather ideas from members and organize, and coordinate and participate in all AASA social justice events;
- Educate AASA officers and members about critical topics related to Asian Americans;
- Coordinate joint projects and events with Center for Ethnic Student Affairs and other campus and community groups;
- Keep AASA apprised of issues that impact students of color.