

2020-2021 AASA Officer Position Descriptions

PRESIDENT

- To act as the official, public representative of AASA;
- To call, coordinate executive functions;
- To implement, organize, and inform organizational meeting times and agendas in the proper manner;
- To organize and facilitate the officer retreat during the summer;
- To work directly with and supervise the Secretary, Historian, and Treasurer;
- To delegate responsibilities to officers in a clear and coordinated fashion;
- To supervise and help implement all weekly events, as well as the Asian American Awareness Week and High School Conference;
- To coordinate and implement the Asian American Graduation Ceremony;
- To organize the recruitment of new officers;
- To aid in the selection of officers;
- To meet with the Association's advisor as needed;
- To be responsible for the management and appropriation of the funds and budget of the Association;
- To initiate and implement the policies determined by the Association;
- Make room reservations;
- To supervise the officer team;

EXTERNAL VICE PRESIDENT

- To carry out and complete the responsibilities delegated by the President;
- To meet regularly with the president and the internal vice president
- To serve as a liaison between AASA and other student organizations on campus and the community;
- To find opportunities for AASA to take part in campus events, seek for possible event occurrences for high visibility
- To supervise Social Justice and High School Conference
- Deliberate hearings in which officer's responsibilities are questioned
- To address, discuss, confront issues concerned with the Association and its members with the campus community and abroad;
- To substitute for the President whenever necessary, specifically during situations in which the President is unable to fulfill certain responsibilities pertaining to public relations;
- To help supervise the officers in their various functions
- Collaborate with the Internal Vice President and interested officer on fundraising efforts and events;
- To oversee the organization and implementation of Asian American Awareness Week;
- Make room reservations;
- To oversee the organization and implementation of Asian American High School Conference.

INTERNAL VICE PRESIDENT

- To carry out and complete the responsibilities delegated by the President;
- To meet regularly with the president and the External Vice President;
- To maintain an open, constructive, and cooperative environment among the officers;
- To hold officers accountable to fulfilling their duties, and providing support where necessary;
- To address officer concerns and outside responsibilities that may impact their performance as AASA officers;
- Deliberate hearings in which officer's responsibilities are questioned;
- To oversee and manage the delegation of AASA "families" if chosen to do so;
- To oversee recruitment, retention, and member relations within the organization;
- To supervise the directors of Activities, Service, and Graphic Design;
- To help supervise the officers in their various functions;
- Make room reservations;
- Collaborate with the External Vice President and interested officers to carry out and implement fundraising efforts and events.

SECRETARY

- To keep a written, accurate, updated account of all proceedings and decisions taken by the Association during meetings;
- To record all voting procedures and motions occurring during the meetings;
- To serve as a liaison between the officers and all members by organizing and disseminating weekly any information to all members of the Association concerning news, scholarships, opportunities and events;
- To advertise all activities, projects, events and programs that are prepared, coordinated and sponsored by the Association by creatively constructing flyers that will engage the readers to events in collaboration with the Historian;
- To post and distribute flyers around campus as well as delegating responsibilities to other AASA officers and members to assist in getting the information out;
- To prepare meeting minutes to be distributed via email;
- To be responsible to find a proxy to fill the vacancy and task of the secretary should the secretary be unable to attend the meeting;
- To update and maintain ASUU list-serve and other mailing list
- To be supervised by the President;

TREASURER

- To manage all the Association's financial matters including, but not limited to, deposits, bills, and financial requests;
- To submit the Budget Requests through ASUU;
- To keep accounts for all of AASA's spending;
- To organize, track and submit all budget requests and bills;
- To seek potential sponsors for AASA with written proposal letters;
- To help out the Fundraising Director with whatever they need;
- To be supervised by the President.

HISTORIAN

- To attend all meetings and events
- To consistently document all AASA meetings, events, and functions through photography and other media as appropriate;
- To actively collect various memorabilia relevant to AASA throughout the year including, but not limited to, news articles, event flyers, invitations, official letter, programs and photographs and compile this into a complete scrapbook to be presented to the Association at least two weeks before the end of the academic year;
- To update and maintain AASA's website, Facebook pages, displays, notice boards in CESA and respond to feedback from members on these sources of information;
- To 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;
- To be supervised by the President.
- To advertise all activities, projects, events and programs through social media accounts including, but not limited to, Facebook, Instagram, GroupMe;

GRAPHIC DESIGNER

- To attend all meetings and events and reach out monthly to an assigned set of members;
- To 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
 - AASA recruitment fliers
 - High School Conference Poster
 - Asian American Awareness Week Poster
 - Social Media posts/marketing
 - AASA recruitment banners
 - AASA T-shirt designs
- To create or modify the Association logo as determined by the President;
- To design the Association's t-shirts;
- To be supervised by the Internal Vice President Board;

DIRECTOR OF ACTIVITIES

- To attend all activities and events
- To reach out to an assigned set of members monthly
- To gather ideas for social activities;
- Create opportunities to engage members in both on-campus and off-campus events;
- To organize, coordinate, participate in all AASA social activities for new and existing members;
- To set a date, reserve room if applicable, and hold social activities at least once a month;
- To help clean after every activity;
- To be supervised by the Internal Vice President Board;

DIRECTOR OF CONFERENCE

- To attend all activities and events
- To plan, prepare, coordinate functions, and supervise the Asian American High School Conference;
- To establish theme and develop a day full of activities and events;
- To contact venues, facilitators, speakers, and performers for the program;
- To coordinate outreach and promotional materials and opportunities;
- To update the Association on the progress of event planning;
- To delegate tasks as necessary to the officer team to complete planning and organization for the event;
- To be supervised by the External Vice Presidential Board.

DIRECTOR OF SERVICE

- To attend all meetings and events
- To reach out monthly to an assigned set of AASA members
- To gather ideas for service events;
- To organize, coordinate, participate in all AASA service events for new and existing members;
- To set a date, reserve room if applicable, and host service events at least once a month;
- To develop ongoing partnerships with organizations to provide continuing service
- To organize any additional service project opportunities for members
- To be supervised by the Internal Vice President Board.

DIRECTOR OF SOCIAL JUSTICE

- To plan, prepare, coordinate, establish a theme for the events of Asian American Awareness Week, incorporating social justice into the calendar of events;
- To contact venues, facilitators, speakers, and any additional invited persons for the Awareness Week programs/events;
- To gather ideas from members and organize, coordinate and participate in all AASA Social Justice events, two (2) of which must be held each semester;
- To coordinate joint projects and events with Center for Ethnic Student Affairs and other campus, and community groups;
- To keep AASA apprised of issues that impact students of color;
- To be supervised by the External Vice President Board.