

## **International Student Association (ISA) Roles & Responsibilities**

### **ISA Council**

- The ISA Council is comprised of Officers and Interns. A council member's term shall begin at the beginning of the fall semester and end in the following spring semester. This is considered one fiscal year.
- ISA Council members must:
  - Attend all weekly meetings, unless excused with approval from the Vice President;
    - No more than 3 excused absences and 2 unexcused absences per semester allowed.
  - Work at all ISA events;
  - Promote all ISA events;
  - Perform to the specifications of their council appointment;
  - Maintain confidentiality of team and/or Advisor discussions;
  - Help ensure order/decorum at Council meetings so that discussions/problem solving/planning can stay on topic and meeting time is used efficiently;
  - Be on time/early for all meetings and events; and inform the Advisor and President if will be late or it is necessary to miss meeting due to illness or emergency;
  - Set an example of positivity, tolerance and teamwork at meetings and events.

### **President**

- The President is the spokesperson and contact person for ISA;
- The President shall be knowledgeable of each council member and their responsibilities while ensuring smooth relations between them;
- The President shall chair the meetings and is responsible for policy and decision making for ISA;
- The President shall maintain good relations with leaders of other organizations in the University;
- The President shall assist the Treasurer along with the Vice President in the yearly stipend process;
- The President shall be held responsible for anything representing ISA;
- The President shall be responsible to prepare a meeting agenda and make it available for the Council members before the next meeting;
- The President shall reserve the right to call for meetings other than the mandatory one.

In addition, the President must:

- Attend weekly meetings with the ISA advisor at a mutually convenient time decided by the two;
- Prepare meeting agendas for Council meetings and receive approval from the ISA advisor prior to Council meetings;
- Respond to ISA Advisor emails, messages in a timely fashion;
- Keep Advisor and Vice President up to date with news/developments;
- Collaborate with Vice President for decision-making, team progress.

### **Vice President**

- The Vice President shall oversee the responsibilities of all members of the Council other than the President;
- The Vice President shall report all progress of the Council members to the President;
- The Vice President shall represent the President in case of absence;
- The Vice President shall take over the President's responsibilities in case of vacancy due to resignation/impossibility;
- The Vice President shall assist the President in decision making.

In addition, the Vice President shall:

- Meet with the President and/or ISA Advisor as needed;
- Check on progress of ISA teams;
- Assist with outreach activities such as:
  - Helping to build connections between ISA and other student organizations, and the community (for potential co-sponsorship of events, relationship building)
  - Updating campus and community groups for any sudden changes in events, activities and etcetera.
- Assemble and manage volunteers (if needed).

### **Secretary**

- The Secretary shall keep accurate and complete minutes of all the meetings;
- The Secretary shall be custodian of all records of the organization including such documents (meeting agendas, registration forms, meeting minutes, organization letters, publicity materials, among others) as are entrusted to his/her care by the association;
- The Secretary shall be responsible for rollcall at the beginning of every meeting;
- The Secretary shall keep the current contact information of all the Council members;
- The Secretary shall be required to present the previous meeting minutes to all Council members after rollcall;
- The Secretary shall be responsible for registering the ISA annually with the Campus Activities Center;
- The Secretary shall be responsible for updating all Council members regarding any sudden changes in events, activities, etc.

In addition, the Secretary shall:

- Email meeting notes to council members in a timely fashion after each ISA meeting;
- Take debriefing notes after each event for the sake of record keeping

### **Treasurer**

- The Treasurer shall monitor and account for all funds of ISA;
- The Treasurer is responsible for preparing the allocation budget for ISA in coordination with the President and Vice President;
- The Treasurer shall be informed about all transactions done under ISA;
- The Treasurer shall keep a record of all transactions for ISA;
- The Treasurer shall work with the Event Coordinator to develop resource budgets;
- The Treasurer shall work with the Event Coordinator and Community Service & Outreach Coordinator to design fundraising and philanthropy events for ISA.

In addition, the Treasurer shall:

- Oversee the yearly stipend process;
- Meet with International Office Accounting Specialist, Kiera Pulliam, on a regular basis for ISA account management.

### **Event Coordinator**

- The Event Coordinator shall be responsible for planning and organizing all events held by ISA;
- The Event Coordinator shall work with the Treasurer for budget considerations and approval;
- The Event Coordinator shall be responsible for monitoring each event as it is in progress.

In addition, the Event Coordinator shall:

- Help ISA carefully consider all aspects of planning events and complete the planning form to stay on track;
- Plan time and resources needed for the successful and timely completion of events;
- Carefully consider what is realistic for the team to accomplish in the time possible, and with the budget possible;
- Help to assign roles to ISA team members;
- Collaborate with Events Team for the preparation;
- Start making progress on planning events that happen later in the semester or academic year;
- Helping to make reservations for venues and equipment for events and meetings in collaboration with the Advisor;
- Gathering resources, such as utensils, electronic devices, food, beverages, etc.;
- Work with the Treasurer for budget considerations and approval;
- Ensure that the necessary equipment, supplies, etc. are available for events;
- Straighten the ISA section of the garret after every event to ensure that it is neat and organized;
- Take inventory before and after each event and keep notes of the inventory;
- Go shopping with the ISA advisor to buy materials/resources as needed for each event.

### **Community Service & Outreach Coordinator**

- The Community Service & Outreach Coordinator shall be responsible for communicating with and building connections between ISA and other student organizations and PSU/Pittsburg community groups, for the planning of events and activities (and seeking co-sponsorship of events as desired);
- The Community Service & Outreach Coordinator shall be responsible for assembling and managing volunteers;
- The Community Service & Outreach Coordinator shall be responsible for updating campus and community groups for any sudden changes in events, activities and etcetera;
- The Community Service & Outreach Coordinator shall be responsible for organizing all community service and philanthropy events in collaboration with other officers.

### **Communications Coordinator**

- The Communications Coordinator shall be responsible for the association's publicity and public relations;
- The Communications Coordinator shall be responsible for designing, receiving approval of, distributing, and posting event notices;
- The Communications Coordinator shall be responsible for managing ISA social media accounts by creating event-related posts, sending event invitations, sending email invitations, and coordinating news articles for the website about upcoming events.

In addition, the Communications Coordinator shall:

- Meet with Communications team and Advisor as needed;
- Collaborate with Communications Team for the preparation and completion of flyers/posters, printed materials;
- Complete printed materials well in advance to allow the Printing Office to print materials without rush;
- Work with Advisor to announce events on the University Calendar and in Bulk-Es;
- Coordinate the announcement of ISA events on Gorilla Shout Out, according to their guidelines;
- Providing music, lighting, and videos for ISA events. This includes:
  - Preparing music playlists and play music at events;
  - Running technology for International Gatherings and events where the computer is used to play videos or display information;
  - Assisting presenters with computer if needed;
  - Taking photos or videos at events and collaborating with other officers to accomplish media responsibilities.