



V i r g i n i a C o m m o n w e a l t h U n i v e r s i t y

Council for American and International Student Affairs

Position responsibilities

President

- Preside over all meetings.
- Preside over fulfillment of e-board/council chair duties.
- Ensure that the organization is operating in conformity with standards set forth by Virginia Commonwealth University, Student Organization Services and University Student Commons & Activities.
- Maintain communication with VCU offices and organization advisers (Office of International Education; Office of Multicultural Affairs; Academic Adviser(s)).
- Represent organization on student campus.

Vice president

- Preside over the meetings in absence of the president.
- Maintain communication with other student organizations (informing of events for participation; acquiring information of other student organizations' events for participation).

Secretary

- Maintain membership directory.
- Schedule meetings/events.
- Maintain an accurate record of organization meetings (minutes) and post for members.
- Maintain "Housekeeping"-documenting events planned by the council with detailed constructive criticism for future reference.

Treasurer

- Maintain accurate record of organization transactions.
- Co-sign organization checks along with the C.A.I.S.A. Adviser.
- Solicit additional funding if needed from the Office of International Education or Student Government.
- Collect donations/dues if needed.

Fundraising (two positions)

- Research possible fundraising opportunities.
- Organize possible fundraising activities (committees, labor, materials, venues, etc.).

Student Community Relations Chair (two positions)

- Organize and execute promotion of CAISA events to the VCU Student Community (i.e. tables/sandwich boards/banners/Facebook events etc.).
- Communicate with Office of International Education to reserve for events.
- Collect feedback from the VCU Student Community of CAISA events.

Potluck Chair (two positions)

- Research possible potluck venues and entertainment/themes.
- Organize possible social events (committees, labor, materials, venues, etc.).

Membership/Alumni Chair (two positions)

- Maintain records of individual membership activity.
- Maintain communication between current events with alumni.
- Promote and provide more American Volunteers for the Conversation Partner Program of VCU's Office of International Education.

Historian (two positions)

- Attend all CAISA meetings and events in order to produce photography or video recording of activities.
- Provide pictures, videos, etc., for Virginia Commonwealth University, Office of International Education, Office of Multicultural Student Affairs, and personal records for CAISA (promotion-brochures/flyers, Web site).
- Create a "scrapbook" at the end of every academic school year (slideshow CD, video, scrapbook).