

Duties of the leaders of the International Club at USC UPSTATE

Duties of the President

The President, as the club's leader, must enthusiastically carry out program plans and cause all decisions to be put into practice. He/she presides at all meetings of the club except when he/she calls upon the Vice-President or some other member to do so. He/she should start all meetings on time and carry them through on a definite schedule. He/she accepts his/her responsibilities as leader of the club and prepares him/herself by studying the purposes and goals, acquainting him/herself with the business to be handled, and conducting all meetings and affairs of the club in an efficient manner with due attention to time limits where necessary.

- A. The President shall preside over all meetings.
- B. The President shall serve as a liaison between the Club and the Center for International Studies.
- C. The President shall oversee the coordination and planning of all programming.

Duties of the Vice-President

The Vice-President shall assist the President in every possible way, serving as executive assistant to the President and presiding in his/her place when necessary. The President could arrange for the Vice-President to gain practical experience in presiding by occasionally calling upon him/her to preside if the need does not otherwise arise. The Vice-President is an active leader who serves as a conduit between the President and the membership of the club, particularly in the coordination of specially appointed committees.

- A. The Vice-President shall assume the duties of the President in the absence of the President.
- B. The Vice-President shall be responsible for the coordination of all elections.
- C. The Vice-President shall supervise the work of ad hoc committees.
- D. The Vice-President shall accept any other duties as assigned by the President.

Duties of the Secretary

The Secretary is responsible for making an accurate record (called the "Minutes") of each club meeting. He/she will be called upon by the President at the outset of each meeting to give a reading of the minutes of the previous club meeting. The Secretary is also responsible for checking the roll each meeting and for handing all typing, mailing and advertising pertaining to the club.

- A. The Secretary shall record all minutes of the General and Executive Committee meetings and distribute them in a timely manner. (decided by the President)
- B. The Secretary shall keep attendance of all members present at all meetings.
- C. The Secretary shall accept any other duties as assigned by the President.

Duties of the leaders of the International Club at USC UPSTATE cont.

Duties of the Treasurer

The Treasurer is responsible for handling all club financial matters. He/she maintains accurate records of club expenses so that he/she can give a correct treasury report whenever called upon to do so.

- A. The Treasurer shall keep an up-to-date record of all disbursements and account balances.
- B. The Treasurer shall present a report of the financial standing upon request.
- C. The Treasurer shall accept any other duties as assigned by the President.

Duties of the Publicity Chair

The Publicity chair shall coordinate publicity and the distribution of information relating to activities and programs. The Publicity chair shall assist the President and Vice-President whenever needed. The Publicity Chair shall accept any other duties as assigned by the President.

- A. The Publicity Chair shall post all club information in a timely manner.
- B. The Publicity Chair is responsible for designing all marketing materials for the club.
- C. The Publicity Chair shall accept any other duties as assigned by the President.

Duties of the Student Government Association

Student Government Representative-serves as the liaison between the Student Government Association (SGA) and the International Club. Is responsible for attending all SGA meetings and reporting activities to the International Club in a timely manner. Must attend all scheduled meetings.

- A. Must attend all SGA meetings.
- B. Must provide a report on the SGA activities to the International Club.
- C. The Publicity Chair shall accept any other duties as assigned by the President.

Duties of Appointed Committee Chairpersons

The Appointed Committee Chairpersons presides over his/her committee (There are essentially two types of committees: fact-finding and action. The former gathers information while the latter implements a project. A single committee may, however, perform both roles.) meeting (s) in much the same way that the club President presides over the club meetings. He/she should delegate responsibilities to the committee membership where appropriate, overseeing and directing the assigned project to completion. He/she should then be prepared to report the committee's findings and/or the results of its efforts to the club. The Vice-President of the club should attend committee meetings, where possible, giving general guidelines when needed and serving as advisor to the committees.

Duties of the Club Advisor

The Club Advisor is not a member of the club as such, but is in the position to counsel and advise the club, informing of rules and regulations, advertising deadlines and such information of which the club leaders and the club at large should be aware, as well as to offer ideas and input and to provide general guidance and support so as to ensure the effectiveness of the club.