

Officer Position- President

***Previous leadership experience is required for this position.**

Position Responsibilities:

- To coordinate the work of the Executive Board and represent members at all levels.
- To preside over all meetings, activities, or assemblies called for a special purpose.
- To be official spoke man for, and representative of the International Buddies.
- To call special meetings or assemblies upon the approval of the Executive Board.
- To be responsible, in conjunction with the Vice-President, for day-to-day matters within the Club.
- To ensure that regular executive meetings are held.
- To represent International Buddies on all appropriate University bodies and committees.
- To be responsible for all the financial records of the organization, to sign all vouchers and disbursements in conjunction with the KSU staff adviser of the organization, and to be responsible for all debts of the organization so not to bring dishonor or discredit to the International Buddies.
- To ensure that the Club is properly run and their financial affairs are in order.
- Required to complete CMS training for website maintenance (serve as backup for website maintenance)