

## **KAWSE Ambassadors**

### **2018-2019 Officer Position Descriptions**

#### **President**

The duties of the President shall include:

- Conduct meetings and ensure all members receive notification of each meeting.
- Register the club annually with the Center for Student Involvement.
- Conduct elections and ensure they are held fairly each spring.
- Direct the efforts of the group towards the purposes and selected goals, providing metrics for success to the Faculty Advisor each semester.
- Lead the group, help develop executive members as leaders, and improve upon organizational infrastructure each year.
- Provide regular updates on the organization's activities to the faculty advisor.
- Provide a semester summary to the KAWSE Office Executive Director.

#### **Vice-President**

The duties of the Vice-President shall include:

- Assume position of the President in cases where they are not present or if they decide to leave office.
- Provide encouragement and motivation to all other officers and organization members.
- Assist with elections to ensure they are held fairly each spring.
- Represent the organization at official functions.
- Perform other duties as directed by the President.
- Provide regular updates on the organization's activities to the faculty advisor.

#### **Secretary**

The duties of the Secretary shall include:

- Ensure meetings are properly minuted.
- Send notification of all meetings and events to members and Faculty Advisor.
- Communicate and correspond with all members regularly.
- Keep effective documentation and records (meeting attendance, emails, etc.).

### **Social Media Chair**

The duties of the Social Media Chair shall include:

- Communicate to group members through the KAWSE Ambassadors' Twitter and Facebook account while maintaining the image of the KAWSE Ambassadors, the KAWSE Office and Kansas State University.
- Maintain confidentiality among the Social Media Chair and the advisor, of usernames and passwords for all accounts associated with the KAWSE Ambassadors.

### **Committee Chairs**

The duties of each committee chair shall include:

- **Community Outreach:** Work with members of the group to contact various high schools in Kansas in order to set up school visits. Communicate opportunities to visit schools to the larger group. Ensure each member presenting at schools is properly trained and prepared.
- **Fundraising:** Set a budget goal for each year and organize fundraising events to meet this goal in order to support the organization as needed.
- **Campus Outreach:** Collaborate with other KSU organizations to promote the goals of the KAWSE Ambassador and help with advertising around campus.
- **Marketing and Communications:** Update all presentation materials and ask the group for feedback when necessary. Create any posters, flyers, handouts, etc. as suggested by the majority of the group.