

## #9

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**Select One or More Executive Positions:**

- Treasurer
- Secretary
- Organizational Officer
- Public Relations Officer
- Coordinator of Activities

**I agree to the following requirements for Treasurer:**

- The Treasurer shall: i) Keep track of financial records and maintain adequate bookkeeping in consultation with advisor(s). ii) Handle all monetary transactions concerning the organization in consultation with the President and advisor(s). iii) Maintain the bank account in the organization's name . iv) Assume the position of acting Secretary in the absence of the Secretary.

**I agree to the following requirements for Secretary:**

- The Secretary shall: i) Take minutes at all executive and general body meetings of the organization, keep these on file, and send them out electronically within a timely manner. ii) Make announcements when necessary via emails to all members. iii) The Secretary will assume the position of acting Treasurer in the absence of the Treasurer.

**I agree to the following requirements for Organizational Officer:**

- The Organizational Officer shall: i) Oversee the planning, coordination, and execution of AIS events and activities. ii) Assist the Coordinator of Activities and the Vice President in keeping track of deadlines for sign ups and assist the President in confirming locations and making reservations. iii) Keep a check on upcoming events and their dates so that AIS can start planning/acting, and remind executive board members.

**I agree to the following requirements for Public Relations Officer:**

- The Public Relations Officer shall: i) Notify students of upcoming events (via email, Facebook, phone, in person). ii) Publicize AIS events in any way possible/encourage international (and local) students to attend events.

**I agree to the following requirements for Coordinator of Activities:**

- The Coordinator of Activities shall: i) Assist the Organizational Officer and the Vice President in coordinating and overseeing activities. ii) Assist the President in extra assigned duties.

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