Executive Board Duties

All positions:

- Check and respond to emails daily
  - Emails must not contain spelling errors and be written in a professional manner
  - All Executive Board members and USAC Coordinator must be copied on all general emails
- Stay organized and on schedule
- Vote on all funding proposals
- Be available to all organizations
- Attend all USAC meetings and events
  - If you cannot attend event, you must give a two-week notice to coordinator
- Help set up and tear down at all USAC meetings and events
- Help coordinate USAC Diversity and Inclusion Awards, Advisor Luncheon, Advisor Roundtables
- Help at SDI events such as Mama’s Kitchen and Multicultural Graduation Celebration
- During office hours
  - Collect mission statements from organizations
  - Collect list of culture events from around campus
  - Update/decorate USAC announcement board
  - Research possible organizations/councils to be recruited
  - Answer USAC phone line
  - Answer any questions, or properly refer any walk-ins
  - Straighten-up USAC office

President:

- Facilitates delegate and executive board meetings
- Official representative for USAC
- Meets weekly with the USAC Coordinator
- Creates agendas for all delegate and executive board meetings
- Delegates task to all executive board members
- Oversees all executive board to ensure all duties are being met
- Coordinates executive board transition for upcoming year
- Emails organizations about USAC meetings
- Send probation emails to organizations with three absences
  - Set up meeting with USAC coordinator, president, and delegate
- 10 office hours a week
Vice President:
• Coordinates hearings with potential USAC organizations
• Actively seeks new organizations to join USAC
• Assist in the coordination of all USAC events (Advisors Luncheon, Diversity and Inclusion Awards)
• Oversees USAC attendance
• Steps in for president in the president’s absence.
• Meets bi-weekly with Coordinator
• 5 office hours a week

Secretary:
• Records delegate and executive board meetings minutes
• Sends meeting minutes to delegates
• Updates all organization contact information on spreadsheet and USAC GMAIL account
• Creates calendar of events that includes USAC, SDI, and USAC organization events
• Sends email reminders about meetings to delegates
• Meets bi-weekly with Coordinator
• 5 office hours a week

Networking Chair:
• Oversees all social networking websites (Twitter, Tumblr, Facebook, Youtube, etc.)
• Helps maintain the USAC website
• Take photographs at all USAC events and activities
• Promotes USAC events via social media
• Notifies USAC organization about USAC and USAC organization events
• Meets bi-weekly with Coordinator
• Upload photographs to Facebook for promotional use
• Creates a newsletter to send to delegates
• Contacts student center marketing to update chartered organizations picture
• Meets bi-weekly with Coordinator
• 5 office hours a week

Finance Chair:
• Frequently checks usac.txstate@gmail.com account for funding applications
  o Coordinates funding hearings
  o Forwards all applications to the Executive Board and USAC Coordinator for review
  o Emails petitioning organization with date for funding hearing
• Sends funding approval notifications to organization representative
• Works closely with the SDI Administrative Assistant II to coordinate all purchases
• Creates budgets for all USAC events
• Notifies organizations about line item account balances in fall and spring semesters
• Meets bi-weekly with Coordinator
• 5 office hours a week