

Latino Business Student Association (LBSA) California State University, Fullerton

The **President** shall preside at all meetings of LBSA. The President shall preside at all meetings of the organization. S/he shall be the official spokesperson of the organization, representing the policies, views and opinions of the organization in its relations with the campus and community at large. Delegates and oversees the effectiveness and success of the organization as a whole. The president sets the direction of where he/she feels the organization should go towards in this next semester and sets a plan or description of how he/she will accomplish this. Coordinates the duties of all the officers and insures that they are being performed properly. He/she will be responsible for coordinating calendar programs or projects undertaken by the organization for each academic semester. Perform those other functions, which shall be deemed necessary and proper by the organization at-large.

The **Vice President** will discharge all of the duties and responsibilities of the President in the President's absence. At many times, this person will receive orders from the President. This person also sees that the everyday tasks are being done (i.e. make sure that the committees are doing their job or that for example the room has in fact been reserved for a special event you will have). This person will be giving the president constant reports. Coordinate the activities of all the committees and insure that they are functioning properly. He/She will attend all executive board meetings as well as the general meetings. Assist the executive board with any planning's he/she may be taking on for the academic school year and following up with the executive board on a weekly basis.

The **Vice President of Finance** handles all financial affairs and budgeting of the organization. S/he maintains ASI Agency Accounts in the organization's name, which requires signatures of the VP of Finance, President and Advisor. S/he is responsible for reporting the financial status of the organization on a weekly basis during executive board meetings or as requested by the President and/or Vice-President. Review all proposed projects and financial requests. Be responsible for the creation of semester budgets for the organization, as well as overseeing the incomes and expenditures of the organization at large. Will discharge all of the duties and responsibilities of the President in the President's and Vice President absence.

The **Executive Administrator** shall keep the minutes in a permanent written form of all the meetings. Send all official correspondence of the organization. Be responsible for the courtesy cards of the organization. Send reports of the various committees to all members of the Executive Board. Bind the entire year's minutes at the end of each administration and keep same on permanent file within the offices of the Latino Business Student Association. Discharge all of the duties and responsibilities of the Vice-President in the Vice-President's absence. Perform those other functions as directed by the President and as are deemed necessary and proper by the organization at large.

The **Director of Corporate Relations** will maintain and establish new connections between the organization and outside companies. He or she is in charge of building relationships with potential sponsors, existing sponsors, and other corporate partners. Before the semester starts, the Director of Corporate Relations will be in charge of creating sponsorship materials in collaboration with other board members. Another important duty will be to schedule and create an agenda for the weekly meetings held on Mondays 4:00 - 5:30PM.

The **Director(s) of Marketing** are expected to maintain all social media sites updated in terms of events, meetings, scholarship opportunities etc... They will keep all general members posted on upcoming events for the organization, where general meetings will be held at, creating flyers for events such as fundraisers, social events and important meetings. They will be responsible for creating events on social media to get more members to participate in events that can contribute to the well-being of the organization. They are required to maintain the LBSA website up to date and ensure it is continuously running and updated throughout the year. They will be in charge of the promotion of LBSA events in the social media platforms such as Facebook, Twitter, Instagram, Snapchat, LinkedIn, & Youtube.

The **Director of Fundraising** will be required to find fundraising opportunities in order to keep the club in strong financial standing. Fundraisers may include restaurant fundraiser, on-campus fundraisers, club socials, and any other opportunities that are available. This director will organize at least one (1) fundraiser a month during the school year and must collaborate with the VP of Finance in order to ensure proper funds are available. This director will also be required to host at least one (1) club social fundraiser per semester and may continue the Xalosween and Luck of the Irish Club Socials if available. Overall, this director must ensure a constant inflow of funds is entering the club's finances.

The **Director of Community Service** will look out for volunteer events that will occur once a month at least for the LBSA. He/She will present them to the Executive Board at the beginning of the semester to plan out attendance to the events. He/She will coordinate volunteer events by providing a sign-up sheet for the general members.

The **Director of Recruitment & Retention** will coordinate the tabling schedules for executive board and general members. This person will be responsible for arranging days that are deemed beneficial for recruitment such as: TSO, SLO, Days of Discovery, Business Madness, etc. He/She will organize at least three retention event per semester. Candidate will also be required to keep an up to date list of paid members, which should equal users of the application GroupMe. S/he will encourage general members to join other e-board committees and/or events, in turn creating a welcoming environment.

The **Director of Alumni Relations** is responsible for the planning and implementation of projects that will engage LBSA Fullerton alumni in strengthening LBSA and provide benefits to the current members. Keeping the alumni connected with LBSA shall be done through the LBSA Fullerton alumni Facebook page and the LBSA Fullerton alumni groupme. This includes: Fundraisers, Community Service, Professional Events, ULSA Events and Socials. It is the responsibility of the alumni relations director to ensure accurate and complete alumni database records; capture contacts, biographical and career information. Establishing and build relationships with a wide range of alumni, locally and nationally; maintain regular communication with alumni via direct contact, email blasts, and alumni web page is a must. He/she shall be responsible for organizing and hosting the following:

- Alumni Panel (Both fall and spring)
- The Alumni Mixer
- Alumni vs Members Sport event

Shall there be no Director of Alumni Relations or he/she can NOT lead an event from the above, then it is the Vice-President's responsibility to make sure all duties are fulfilled.

As **Director of Events** you are responsible for providing food for weekly LBSA meetings

according to the allocated budget. You must work with the Vice President of Finance to ensure that the cash flows related to your transactions are accounted for. You must call businesses ahead of time to ensure prices are consistent with the allocated budget. As the Director of Events you must take a leadership position within the Special Events Committee along with fellow board members. You are to schedule meetings ahead of schedule to conduct weekly or biweekly meetings. You must coordinate and direct general members within the Special events committee to jointly set up events assigned by the board, while keeping a record regarding the Special Events Committee meetings.

The **BICC Representative** will update the executive board on BICC related events. S/he will forward information that can be useful to general members to the Secretary to include on the newsletter. S/he will forward BICC agenda and minutes to the LBSA President and Vice-President. The BICC Representative will be responsible for preparing BICC proposals. S/he will promote LBSA events to the BICC during Tuesday meetings. Attend and participate at the BICC events and meetings.

The **AICA Representative** is expected to maintain active status for one school year. This includes attending a summer and winter orientation for leadership training. At the start of the fall semester, the representative will receive a binder that will include copies of the by-laws, presentation guidelines, funding allocation procedures and other pertinent policy information. S/he is expected to familiarize themselves with the material. The representative will update the executive board on any AICA related events. Attending and maintaining active participation in the General Council meetings is vital. S/he will also promote LBSA events to the General Council. The representative will be responsible for the registered AICA email and will maintain communication with the President pertaining AICA documents. Other duties include, conducting a cultural and advocacy presentation per semester, attending at least two Finance Committee meetings per semester, and will provide leadership transition support to the future representatives.

The **United Latino Student Association Representatives** will be in charge of attending & actively participating in all ULSA functions (i.e. biweekly meetings, events, etc.). ULSA Rep will conduct at least two joint alcohol free activity with another ULSA school each semester. S/he is responsible for organizing a calendar of events [official ULSA events, Chapter events, and collaborations] to present to the Executive Board. S/he will attend fellow chapter's events on a regular basis as well as promote them to our chapter's membership, in the case that she/he cannot attend they will delegate a representative to. The ULSA Representative will serve as the main liaison between the LBSA CSUF chapter & all of ULSA. The ULSA Representative will coordinate membership participation in all ULSA functions (i.e. semester conferences, weekenders, tournaments, etc.).

The **MESA Representative** will update the executive board on Mesa related events. He or she must attend every MESA event. If the MESA Representative cannot attend a MESA event, he or she must appoint a board member in place. The MESA representative must also update organizations within MESA on LBSA events. The MESA representative must update LBSA on MESA events. He or she must support and promote both MESA and LBSA events, in order to unite all the Latino organizations.