

# FIMRC Officer Position Description and Responsibilities



## President

- Arranges all organization meetings
- Obtains appropriate facilities for meetings and activities
- Presides at all meetings
- Represents FIMRC at all "Chapter Name" student organization meetings
- Submits all necessary information and forms to FIMRC headquarters to maintain active status (Semester Report Form and Officer Information Forms)
- Keeps records of all members of the organization
- Updates important information on school's organizational webtool
- Oversees Director of International Projects coordination of trips abroad
- Maintains contact with FIMRC headquarters via the Director of International Projects
- Serves as FIMRC representative in Student Congress (if applicable)
- Assists all organization officers with additional tasks as needed

## Vice President

- Assumes duties of President when necessary
- Works with PR to assist with new member recruitment
- Prepares and implements ideas for new member orientation
- Works with Retreat Committee to organize a fall and spring retreat
- Organizes chapter bonding activities
- Assists Director of International Projects and President with the planning of trips abroad
- Oversees all committees to ensure that they are functioning and that the respective executive board member is maintaining contact with their committee

## Secretary

- Takes notes at all meetings
- Keeps sign in sheets at all meetings
- Updates Chapter members' information

## Treasurer (Director of Finance)

- Keeps all financial records of the organization
- Is familiar with all accounting procedures and policies
- Monitors bank account closely

- Makes all necessary deposits
- Pays all organization bills
- Collects required dues and keeps an up to date list of members who have paid dues
- Assists PR with ordering of t-shirts
- Completes the Student Government Funding Process with help of President and Vice President
- Researches potential grants and other fundraising opportunities
- Keeps President up to date with finances and assists with financial decision making
- Assists Director of International Projects with payments and processing of all trip payments and airline tickets
- Develops and maintains FIMRC Budget

#### **Web Manager and Blogger (Optional)**

- Maintains the Clemson FIMRC website
- Ensure that all website content is current
- Updates photos, quotes, etc. to keep website new engaging
- Ensures that all web pages and links are working properly
- Posts all blog entries
- Assists all officers with operation and utilizing website
- Submits at least one blog post entry per month
- Highlights all chapter activities on the blog
- Promotes blog contributions such as stories and photos from chapter members

#### **Director of Fundraising (Optional)**

- Plans all organization fundraisers
- Maintains contact with local business owners and sets up restaurant fundraisers each month
- Oversees fundraising committee
- Communicates with fundraising committee to develop new ideas for fundraising
- Picks up all checks from local business owners
- Submits checks to Director of Finance
- Sends thank you letters to businesses when appropriate
- Works closely with PR to provide information for upcoming fundraisers
- Documents officer attendance to fundraisers to ensure 75% involvement

#### **Director of International Projects (Optional)**

- Contacts FIMRC HQ to coordinate trips abroad
- Handles all necessary paperwork for the trips abroad
- Purchases plane tickets or arranges transportation with assistance from Director of Finance
- Researches possible Adopt-a-Projects
- Works closely with other officers to determine which projects are possible

- Communicates with all organization members to determine the most popular projects
  - Takes a vote, if necessary
- Finds inexpensive/free supplies to take abroad
- Inventories all supplies to take abroad

#### **Director of Local Projects (Optional)**

- Communicates with local charities, non-profits, and other student organizations to plan events to benefit the community
- Maintains relationships with current local partners
- Communicates with members of FIMRC to determine areas of interest for activities in the community
- Provides all necessary information about activities to members
- Organizes transport to and from local events

#### **Director of Public Relations (Optional)**

- Manages all publicity for organization
- Registers for and attends all on campus organization events
- Designs and distributes materials to advertise meeting for Fall Semester
- Manages event promotion for the Facebook and Twitter page
- Maintains interactive social media presence
- Works to develop new and more innovative advertising ideas
- Communicates with other campus organizations to spread FIMRC's mission
- Oversees Advertising Committee that will aid in advertising events and fundraisers as well as develop ideas for apparel