

## Available Officer Positions for 2012-2013 Cabinet

All officers are required to attend monthly meetings as well as at least 50% of events each month. If an officer is unable to attend an event, he/she must let the rest of the officers know of this in advance so that duties may be delegated accordingly. \*\*Prerequisite for all positions: must be qualified for the uniform

### Vice President\*

He/She binds everything together through assisting the president in all logistics of Tzu Ching events, in monthly meeting dynamics, and in the delegation of responsibilities. He/She should be available to fill in the duties of the president should the president be unable to attend an event.

Prerequisite: Must have one year of experience as a Tzu Ching officer.

### Secretary\*

For every event, the secretary will send out reminders via email about a week prior to the event. He/She will record each member who attends a Tzu Ching event as well as update the number of community service hours all members have completed. He/She will keep a record of meeting minutes in a clear and concise manner and send them out to officers.

### Campus Liaison

This position will take charge of all communication with UCSD administration and complete all registration tasks (including, but not limited to: tabling sign-up, room reservation, event registration, etc) He/She will also be delegated the task of receiving receipts and processing the reimbursements through Tzu Ching advisors.

### Public Relations\*

In order to spread the seeds of love throughout the UCSD community, the PR needs to build a strong rapport with students through the communication channels (e.g. Facebook) and through publicity activities (e.g. postering, flyering, tabling, etc). The PR is the middleman between Tzu Ching and UCSD students, so he/she needs to be creative, personable, and outgoing. Any publicity stunt needs to be in accordance with Tzu Chi rules and regulations, as well as that of UCSD.

### Photographer\*

For every event, the photographer will provide visual documentation to capture our Tzu Ching spirit. This position will work closely with the journalist to produce narrated powerpoints for events.

Prerequisite: Must own a camera!

### Journalist

For every event, the journalist will provide a brief reflection of the event. He/she should be able to interview members during or after events and include quotes from the interview in his or her articles. Occasionally, he/she will submit articles to Tzu Chi USA Journal about most recent events or projects. This position will work closely with the photographer.

### Webmaster

He/She will construct the UCSD Tzu Ching website to portray our Tzu Chi culture and spirit. Tasks: frequent Tzu Ching website updates including but not limited to Master Cheng Yen's Morning Lecture, Jing Si Aphorisms, activities, pictures, officer profiles, etc. All this must be done in a timely manner.

\*May have more than one person to fill that position

\*\* Qualification to apply for a Tzu Ching uniform:

✓Must complete a minimum of 20 volunteer hours of with Tzu Ching within a 12 month time frame.

✓Must be willing to abide by Tzu Ching 10 Precepts.