



UNISEM's Available Officer Roles and Responsibilities

1. VP External

- Oversee any external activities or contacts.
- Divide up responsibilities with the VP Internal as needed to ensure the smooth functioning of the organization.
- Provide support for the President at General Body meetings as well as with organizing and planning events for the members.
- Along with the VP-Internal, create agendas and carry out the President's roles if the President is unable to attend a given meeting.

2. VP Internal

- Oversee any internal interactions of the group including, but not limited to, socials, volunteering opportunities, etc.
- Divide up responsibilities with the VP External as needed to ensure the smooth functioning of the organization.
- Provide support for the President at General Body meetings as well as with organizing and planning events for the members.

- Create agendas and carry out the President's roles if the President is unable to attend a given meeting.

3. VP Marketing

- Serve as chief marketing officer of the company, providing support in the area of marketing strategy and management.
- Develop the annual marketing plan and the strategies, tactics and resources necessary to achieve system and goals.
- Ensure all marketing communications are coordinated, support marketing plan objectives and are an effective expenditure of resources.

4. VP Technology

- Oversee the organization's in-house technology projects including websites, apps, etc.
- Create a team of qualified engineers for the aforementioned projects

5. VP Design

- Become the driving force behind the look and feel of UNISEM's products such as flyers, websites, apps, etc.
- Create a team of qualified designers for the aforementioned projects

6. Secretary

- Keep records of and take attendance during all meetings, help prepare agendas and other documents, as well as manage all contact lists and rosters.
- Post the minutes after each Board of Officers meeting to Google Drive account within 48 hours of a meeting.
- Shall coordinate room reservations with Staff Adviser for events not scheduled through Associated Students.

- Shall prepare and disseminate the officer roster each year (name, email address, and phone number).
- Shall arrange for the orderly transfer of association records to the incoming secretary.
- Shall designate another officer to take minutes if unable to attend a meeting.
- Maintain a running list of tasks, follow-up with officers, and report back to the President on progress.
- Write up a recap of each quarter, including events, attendance, successes and failures, lessons learned, and any areas for improvements.

7. Treasurer

- Create new sources of funding from organizations that are not necessarily affiliated with UCSD.
- Prepare financial reports and organize fundraising events as requested by the VP-Internal, President, or Staff Adviser.
- Shall collect forms for and receipts of spending by the students.
- Find prices if requested for all scheduled events.
- Be responsible for coordinating with the secretary in order to reserve rooms for events scheduled through Associated Students.

8. Activities Chair

- his position shall fulfill all duties agreed upon between the President, Vice President, Advisor, and the appointed individual
- Responsible for the completion of at minimum one Officer Project per Academic Quarter of his/her appointment.

9. Communications chair

- Publicize events to students in the General Body

- Maintain UNISEM's website and Google account to facilitate communication and the development of a community among the members
- Responsible for sending out a monthly newsletter to the general body
- Responsible for managing all social media

10. Science, Mathematics, and Engineering Chairs (3 positions)

- Oversee and approve curriculum and programs offered by UNISEM to the students in the specified discipline