

**IDSA**

LEADERSHIP POSITION DESCRIPTIONS

# Leadership Descriptions

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## PRESIDENT

- Responsible for all IDSA meetings and activities
- Finds and coordinates with guest speakers for IDSA meetings
- Lead monthly officer meetings
- Coordinate and delegate responsibilities and tasks to all other officers
- Designate committees and committee heads as needed for certain events and tasks
- Responsible for on-campus organization registration and maintenance
- Act as the primary contact for IIDA & ASID, as well as other professional organizations
- Keep Faculty Advisor updated on all events and decisions
- Ensure that all officers are performing their duties as described below

## VICE PRESIDENT

- Assist President with any and all IDSA responsibilities
- Assume the President's responsibilities in their absence
- Assist President and Events Chair in finding and securing guest speakers for meetings and workshops
- Create presentations for all meetings
- Present monthly at all general meetings
- Coordinate with Marketing Chair to develop and maintain graphic standards to be used across all forms of media
- Develop and maintain the officer's monthly calendar
- Maintain or delegate the Project Spotlight and Supply Drive programs
- Oversees website maintenance

## SECRETARY

- Take detailed notes at all meetings and produce meeting minutes as a follow-up for fellow leaders & faculty advisor no later than two (2) days following the meeting
- Create and maintain a sign-in sheet for general meetings
- Coordinate with Treasurer to maintain records of payment for IDSA members
- Greet all members at all IDSA events
- Assist in setting up meetings
- Coordinate with Historian on the IDSA graphics to send out in remind 101 text
- Send a remind 101 text the week of and week before each event. As well as a monthly calendar of upcoming events on the 1st of each month

# Leadership Descriptions (cont.)

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## TREASURER

- Responsible for receiving and depositing all funds
- Prepare budgets for all IDSA events, ensuring officers stick to each budget
- Coordinate at least one (1) fundraising effort per semester
- Maintain a running log of online and in-person T-Shirt sales and any other fundraising efforts
- Responsible for finding and promoting scholarships to IDSA members
- Coordinate with Secretary to maintain records of payment for IDSA members
- Greet all members at all IDSA events
- Responsible for shipping merchandise for online orders
- Keep the Scholarship page up to date

## MARKETING CHAIR

- Maintain the IDSA website and bulletin boards to keep students engaged
- Add all upcoming events on the website atleast 2 weeks before the event date
- Update the description of all events no later than 3 days following each event
- Advertise weekly meetings and events by creating flyers to pin on bulletin boards
- Coordinate with Historian and Vice President to develop and maintain graphic standards to be used across all forms of media
- Create a social media posting schedule to be followed by the Historian
- Maintain graphic standards on all IDSA merchandise

## HISTORIAN

- Create all stories and posts regarding IDSA events on Instagram and Facebook
- Record all events and meetings through photography and video, and post no later than 5 days following each event
- Promote IDSA events on social media while they are going on
- Follow the social media posting schedule as set by the Marketing Chair
- Maintain an archive of all photos and videos on Microsoft Teams
- Assist Marketing Chair with the IDSA bulletin board and Website maintenance
- Coordinate with Marketing Chair and Vice President to develop and maintain graphic standards to be used across all forms of media
- Forward all event graphics to secretary 2 weeks prior to each event
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# Leadership Descriptions (cont.)

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## EVENTS CHAIR

- Responsible for planning professional development events
- Find and secure guest speakers for workshops as needed
- Responsible for the logistical needs of guest speaker's visits to campus (including obtaining & distributing parking passes prior to meetings)
- Delegate tasks to Socials Chair if assistance is needed in planning any IDSA events
- Attend freshmen events (such as Mean Green Fling) at the start of the semester to promote the organization
- Advertise events by talking with students and ID professors
- Responsible for providing refreshments for all IDSA events with the help of the Socials Chair
- Coordinate with Treasurer for available funds
- Assist Socials Chair in planning any IDSA social events

## SOCIALS CHAIR

- Responsible for planning all IDSA social events, hosting at least (2) per semester
- Talk to and engage with members at all IDSA events to increase interest and involvement in the organization
- Coordinate with Treasurer to understand the budget for social events
- Responsible for providing refreshments for all IDSA events with the help of the Events Chair
- Advertise social events by talking with students and ID professors
- Attend freshmen events (such as Mean Green Fling) at the start of the semester to promote the organization
- Report to Events Chair if help is needed with tasks for other IDSA events

## MEMBER LIAISON

- Act as the liaison to freshmen and sophomore classes, helping bridge the gap between upperclassmen and underclassmen
- Promote upcoming meetings and events through word of mouth and personal contact with members
- Talk to and engage with members at all meetings and events to ensure an inclusive environment
- Consult with Events Chair and Socials Chair on how to reach more members and encourage participation at IDSA events
- Attend freshmen events (such as Mean Green Fling) at the start of the semester to promote the organization
- Plan and execute at least (1) community outreach event per school year
- Coordinate with President & Charette committee in the planning and execution of IDSA's annual Charrette
- Coordinate with professors and Socials Chair to speak during classes each semester in freshman and sophomore classes
- Coordinate with professors and Socials Chair to speak during classes each semester