



American International Relations Club

AIRC Executive and Appointed Officers' Position Description

President: Position Elected

- Create liaison with different organizations in and outside campus
- Look for funding for events
- Be a liaison with International Students associations
- Promote leadership among International and minority students
- Promote cooperation collaboration with SAB, SGA, Women's Center, PEACC program, etc
- Coordinate together with Activities Coordinator the Cultural Awareness Program and IC activities (in which we are involved)

Vice - President: Position Elected

- Attend the SGA obligatory meetings for RSOs
- Promote ideas and suggestions from students about our organizations
- Work on the DREAM act
- Work on GMAT or GRE issues (why abroad they don't have to take it to acquire a Masters?)
- Create a list of funding sources or scholarship sources for international students, as well as for minority students
- Create a list of sources in the community for international students (it would be ideal if we can get the brochures of these sources)

Secretary: Position Elected

- Send reminders to AIRC officers and advisors of meetings, events and acquired responsibilities
- Create Agenda (there must be a copy of each one in the AIRC electronic file)
- Keep minutes and e-mail them to officers (there must be a copy of each one in the AIRC electronic file)
- Contact AIRC members when their membership is expired

Treasurer: Position Elected

- Keep the PNC bank account updated and manage the checks
- Keep the AIRC/UofL account updated and work with the IC accountant with the following:
 - Acquisition of funding (follow up).
 - Keep track of the money that is being received or spent.
Check every week if there is money that we have not received (and it has been offered), in order to contact the responsible person to do the transaction.
 - Check every week if we have paid all our bills and expenses and if balance matches with our records.
- Present a monthly report with the budgeted amount for an event, and the actual expenditures of the event.

Public Relations Officer: Position Elected

- Liaison with other International Associations
- Promote membership
- Create fliers for events
- Collect e-mails of people interested in our events, add those e-mails to the amigos list
- Promote events sending e-mails to the amigos list and the AIRC members list
- Breakfast project to promote friendships
- Promote sportsmanship.

Activities Coordinator: Position Appointed by the AIRC Executive Officers

- Coordinate our biggest event "The International Banquet".
- Coordinate with the President, the Cultural Awareness Program.
- Coordinate different activities that come along the way.
- Promote leadership among international and minority women.
- Coordinate the Interpreters Program.

Information Technology Coordinator: Position Appointed by the AIRC Executive Officers

- Keep website updated (links, events and pictures, fliers on-line, etc.)
- Keep the membership data base updated.
- Inform Secretary when a membership is expired.

Leadership Coordinator: Position Appointed by the AIRC Executive Officers

- Promote International and minority students to be informed, acquainted or to participate in the "government" part of the campus.
- Create a program in which small workshops will be conducted, explaining UofL "government" policies and encourage international and minority students to be involved.
- Help the President and the Activities Coordinator to promote international and minority women leadership.
- Galleria project, where international students leadership is presented.

Special Projects Coordinator - Position Appointed by the AIRC Executive Officers

- Promote volunteers for different activities
- Our "office" project, complete request form and submit the proposal to SGA for funding
- Organize movie night