

Position	Responsibilities
President	<ul style="list-style-type: none"> • The President will be responsible to develop the event plan(notify dates) schedule appointments for Team Meetings along with International Center. • The President will take an approval of the event plan from the Faculty Adviser. • The President is responsible for delegating responsibilities to the team members and ensuring that the tasks are accomplished timely. • Managing the social media such as IWA Facebook, IWA LinkedIn and E-mail Address (iwa.campus@yahoo.com) and ASUU website. • Creating an event on the ASUU website at least a week before for advertisement. • Replying to the R.S.V.P's to the event and to emails and queries. • Requesting the relevant employee from International Center to float the e-mail invitation to the student e-mail lists (e.g. ISC, Facebook). • Providing food orders with the help of International Center. • Leveraging the expertise of local community representative • Creating an event on the ASUU website at least a week before for advertisement. • Adding the e-mails from the sign-up list to the ASUU website, IWA e-mail list after the event. • Sending a Thank-you email to the Guest Speaker
Vice-President	<ul style="list-style-type: none"> • Reserving the room for the event in the Union Building by contacting Union Reservations. • Requesting the Union Programming Council (UPC) to provide a sign-up desk at the event and contact the Guest speaker (if any). • Making an Event flyer and drafting an advertisement e-mail and forwarding to President for circulation. • Requesting International Center personnel to print the flyers. • Collecting the flyers from the International center. • Requesting the relevant employee from International Center to float the e-mail invitation to the student e-mail lists (e.g. ISC, Facebook). • Distributing the flyer, getting it stamped from the Union Front Desk or placing them at a relevant place (library notice boards, Union and English Language Institute, OSH, University Student Apartments) to advertise the event.
Treasurer	<ul style="list-style-type: none"> • Responsible for taking care of all financial matters related to the club. • The responsibility includes but not limited to attending the Budget workshops organized by ASUU • Timely applying for Budget request in Fall Semester • Timely submitting the receipts for reimbursement. • Ensuring the effective use of budget.
Secretary	<ul style="list-style-type: none"> • Taking pictures during the event and updating ASUU Website. • Contacting Ms. Valerie Green (Manager Resident Life, University student apartments) 4 weeks before the event to pass on the invitation to the Resident assistants for advertising. • Representing IWA in Block Party organized by University Student Apartments • Responsible for recruitment from English Spousal Class • Preparing the sign-up sheets.
Community Representative	<ul style="list-style-type: none"> • Responsible for maintaining the connection of IWA with the community. This includes encouraging women in Salt Lake City to attend IWA events so that both can interact and learn from each other.

Irrespective of the position, the following tasks should be divided among team members to ***prepare for a successful event:***

- 1) Buying the supplies required for the event (It could be performed on a rotational basis).
- 2) Representing IWA in different events at the campus (e.g. Tabling for International Center Events, Events by other ASUU organizations) : This should be done on a rotational basis.

Irrespective of the position, the following tasks should be divided among team members ***on the day of the event.***

- 1) Checking the Room Arrangements before the event.
- 2) Setting up a sign-up desk and taking the sign-ups of the people who attend the event for increasing recruitment.
- 3) Welcoming attendees and making them feel comfortable during the event,
- 3) At least one person has to sit at the sign-up desk during the event ensure recruiting.
- 4) Ensure if anything is required during the event and arrange it accordingly.
- 5) One person should take the pictures during the event and after the event send them to the team member responsible to update it on ASUU and Facebook.
- 6) Helping in cleaning up after the event.

Date: May 16, 2012