

The Role of Officers

A. President

1. The President must work with officers in order to create a vision for the organization.
2. The President heads and represents the organization at all events and/or programs, unless otherwise delegated by the President.
3. The President has a responsibility to delegate power and responsibilities within the organization, and specifically amongst the organization's officers.
4. The President has the duty to hold consistent executive meetings or meet with specific officers to ensure quality events and projects.
5. The President should run executive board meetings.
6. The President must meet with the advisor once per week.
7. The President should be aware of all money matters.
8. The President should be open to all ideas while seeking feedback and suggestions regarding the organization.
9. The President serves as the liaison to the Super 7 organizations.
10. The President opens and closes general body meetings unless otherwise delegated to other executive members.

B. Vice-President

1. The Vice-President will share in the duties and responsibilities of the President.
2. The Vice-President's duties should include, but are not limited to, the direct collaboration with the President in the administration of the organization, the holding of executive meetings and general body meetings and in the creation of the organization's vision.
3. In the event that the President is unable to serve or is absent, the Vice-President will assume all of the responsibilities and duties of the President until the President returns or a new election is held.
4. The Vice President is responsible for facilitating elections.
5. The Vice-President should be aware of all money matters.
6. The Vice President should assist advisor(s) to plan conference trips.
7. The Vice-President performs other duties assigned by the President.
8. The Vice-President will be responsible for all collaborative proposals that are submitted.

C. Treasurer

1. The Treasurer's primary duty is to work closely with the advisor in order to maintain an accurate record of the organization's accounts, distribute checks and create financial reports.
2. The Treasurer has the duty to disseminate information regarding the status of the accounts at the executive board meetings.
3. The Treasurer is responsible for facilitating proposals and reporting requests at executive board meetings.
4. The Treasurer is responsible for ordering food and beverages for general body meetings.
5. The Treasurer must maintain receipts of all transactions.
6. The Treasurer performs other duties assigned by the President.

D. Secretary

1. The Secretary is responsible for relaying BSA related meetings and events information to all members.
2. The Secretary has the duty of maintaining the organization's e-mail account.
3. The Secretary maintains records of all members regarding contact information, (i.e. e-mail).
4. The Secretary should respond to all e-mails in a timely manner and send concise, professional e-mails that are easy to read and understand.
5. The Secretary records the minutes of all meetings.
6. The Secretary is responsible for sending the minutes of the e-board meetings to the e-board before the next meeting.
7. The Secretary performs other duties assigned by the President.
8. The Secretary shall be responsible for tracking attendance at general body meetings.

E. Director of Marketing

1. Director of Marketing is responsible for creating and executing a marketing strategy for the year.
2. Director of Marketing is responsible for using available resources to execute marketing strategy.
3. Director of Marketing is responsible for updating and maintaining website.
4. Director of Marketing is responsible for graphic designs of the BSA apparel.
5. Director of Marketing performs other duties assigned by the President.
6. Director of Marketing is responsible for managing the social media accounts of the organization.

F. Community Service Ambassador

1. The Community Service Ambassador must actively recruit and connect members to ensure student participation in community service initiatives.
2. The Community Service Ambassador will specialize in planning community service programs/projects.
3. The Community Service Ambassador must disseminate information to the general body about disadvantages of the city of Columbus raising awareness and bringing opportunities to create change in the community.
4. The Community Service Ambassador must work closely with the Treasure to fund their projects.

G. Special Initiatives and Projects Ambassador

1. The Special Initiatives and Projects Ambassador will serve as the contact person for BSA Signature programs or any other initiatives that fall outside of regular Thursday programming.
2. The Special Initiatives and Projects Ambassador will bring awareness of the Black Student Association to each side of campus through active programming and engagements.
3. The Special Initiatives and Projects Ambassador will maintain relationships with the other Involved Living Organizations (ILOs), and inform the executive board of those engagements.
4. The Special Initiatives and Projects Ambassador must work closely with the Treasure to fund their projects.

H. The Community Outreach Ambassador

1. The Community Outreach Ambassador will specialize in collaborating with other organizations on OSU's campus.
2. The Community Outreach Ambassador must maintain relations and assist in coordinating event schedules with other Black student organizations.
3. The Community Outreach Ambassador should assure that BSA is actively supporting other student organizations with a focus on those that benefit the Black community.
4. The Community Outreach Ambassador must work closely with the Treasure to fund their projects as well as closely with the Vice President in being responsible for all collaborative proposals.
5. The Community Outreach Ambassador will work with hall representatives on each side of campus to keep them informed on the direction BSA is heading.