**Chinese Club Officer Position Expectations**

1. **President**
   1. Responsible for overall performance of club and club activities
   2. Coordinate within officer team; keep the club on track.
   3. Maintain notes and reviews of club activities
      1. ex: Why did certain fundraisers work? Note successful meetings and why they’re successful (members had a lot of fun b/c...)
      2. Notes are for future reference by other officers/future presidents
   4. Officer meeting Agendas
   5. Announcements + Schoolloop
   6. Communications with the Adviser + School Office
      1. ex: getting approval from office for activities etc.
   7. Communications with Club Commission + Leadership Council
      1. Club Council meetings and submitting motions
   8. Market the club; spokesperson of the club
2. **Vice President**
   1. Support and take President’s place in the event of absence;
   2. Help coordinate within officer team;
      1. Market the club to the student body;
   3. Spokesperson of the Club;
   4. Plan and organize activities and meetings
   5. Buying stuff and reimbursements
   6. Driving to get stuff
3. **Director of Communications**
   1. Officer meeting Minutes
   2. Manages all communications to the club email
      1. ex: with members, other commissions on campus, groups outside of school (Internship Opportunities; cheaper T-shirt order sites; etc.)
   3. Website
   4. Club Book
   5. Membership dues and paperwork
      1. Enter membership data and maintain membership binder
4. **Operations Manager**
   1. Unofficial Treasurer--in charge of all expense related activities
      1. ex: ordering food, fundraisers, etc.
   2. Driving to get stuff (backup)
   3. Brainstorm meeting activities;
   4. Implement ideas and turn them into realities
5. **Social Manager**
   1. Articles more in detail about themes/topics covered in member meetings
      1. Post onto Website and send by Email (this particular job does not belong to the Director of Communications)
      2. Email articles
      3. Aim: To gain and hare an in-depth knowledge of Chinese culture/etc. and be able to impart this to the members
   2. Mingle with the members
      1. Try to get to know each member’s names, their suggestions, etc.
   3. Work closely with social manager to meet members' needs