**Chinese Club Officer Position Expectations**

1. **Co-Presidents**
   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
   9. Support and take President’s place in the event of absence;
   10. Help coordinate within officer team;
       1. Market the club to the student body;
   11. Spokesperson of the Club;
   12. Plan and organize activities and meetings with all officers
   13. Helps in buying stuff and reimbursements
   14. Helps in driving to get stuff as backup
   15. Arranges Club Book
2. **Director of Communications**
   1. Officer meeting Minutes
   2. Manages most communications to the club email if both presidents are busy
      1. ex: with members, other commissions on campus, groups outside of school (Internship Opportunities; cheaper T-shirt order sites; etc.)
   3. Website + Facebook Page
   4. Membership dues and paperwork
      1. Enter membership data and maintain membership binder
      2. Turn in membership every semester
3. **Operations Manager**
   1. Unofficial Treasurer--in charge of most if not all expense related activities
      1. ex: ordering food, fundraisers, etc.
   2. Driving to get stuff
   3. Promoting the club
   4. Brainstorm meeting activities with other officers
      1. Implement ideas and turn them into realities such as school wide events, festivals, and meetings

1. **Social Manager** 
   1. Articles more in detail about themes/topics perhaps not covered in member meetings
      1. Post onto Website and send by Email (this particular job does not belong to the Director of Communications)
      2. Aim: To gain and inform an in-depth knowledge of Chinese culture/etc. and be able to impart this to the members
   2. Mingle with the members and promoting
      1. Try to get to know each member’s names, their suggestions, etc.
   3. Work closely with director of communications to meet members' needs