2015-2016 IAC OFFICER DESCRIPTIONS

The IAC Board is organized as follows:

- **Advisors (p2)**
  - President (p2)
  - Vice President (p2)

- **Freshman Liaisons (p5)**

- **APHM Director (p3)**

- **Department Directors**
  - Administrative (p3)
  - Communications (p3)
  - Education & Outreach (p4)
  - Finance & Development (p4)
  - Programming (p4)

- **Assistant Directors**
  - (1-3 per department)

- **Campus Engagement Director**
  - (p5)

- **IAC Representatives**
  - (1 per group)

Those with positions in **white boxes** can only have **ONE** role during each school year. Other board members can serve **ONE OR TWO (encouraged)** of the roles in the **blue boxes**.

The following document will outline responsibilities for all officers in general, and specific departments.

As an IAC Officer, you will be responsible for the following:

- Complete the tasks and duties as outlined for your position(s) to the best of your ability
  - In the event that you can't, delegate those responsibilities to other officers
- Maintain open communication with other members of the IAC board
- Attend all IAC events and programs as your schedule permits
- Represent IAC in a positive light, and address issues which may prevent you from doing so
- Respond to IAC emails that require action within 24 hours, even if you won't be able to complete the task immediately. (Subject line beginning with [IAC])
- Respect all other members of the IAC board, including their views and opinions
ADVISORS
Advisors are students with senior class standing that have previously served on the IAC board. They do not serve in any other positions, and serve only in an advisory capacity to the President and Vice President or any other board member.
Responsibilities include:
- Mentoring the President and Vice President
- Supporting any IAC board members as needed
- Overseeing the overall direction of IAC and making suggestions as needed
- Ensuring smooth board transition at the end of the school year
- Maintaining regular attendance at IAC events to support the board

PRESIDENT
The President will be the primary representative of the organization and will oversee all aspects of the IAC throughout the year.
Responsibilities include:
- Overseeing all branches of the organization with the Vice President
- Serving as a secondary financial officer to the Finance and Development Director
- Guiding the organization towards a vision in line with the stated mission
- Communicate with university administration in Student Activities and OMA
- Ensuring defined officer roles and duties, overseeing all projects to ensure progress is made
- Build strong ties between board members and the community at-large
- Other duties as necessary for the success of the organization

VICE PRESIDENT
The Vice President is the secondary representative of the organization and works with the President to ensure the success of the organization. Generally, the Vice President has the same duties as the President.
Other Responsibilities include:
- Ensuring all officers and members of IAC and constituent groups are adequately represented
- Make decisions on behalf of the President in the event that they are unavailable
- Creating an environment conducive to open communication and an enjoyed experience for all
ASIAN PACIFIC HERITAGE MONTH DIRECTOR
The APHM Director is responsible for planning and coordinating a month of activities specifically to promote awareness and engagement with the Asian American community on the Johns Hopkins campus.
Responsibilities include:
- Beginning plans in the prior school year including estimated budget and preliminary schedule
- Assembling a short term APHM committee to assist in planning and running the month
- Invite guest speakers to give talks on their personal experiences with APA issues and identity
- Plan events to showcase APA individuals in fields where the community is underrepresented
  - Concerts, performances, talks, panels, etc.
- Highlight a pertinent APA issue and plan programming to support the cause on campus
- Facilitate cultural programming with the various groups on campus

ADMINISTRATIVE DIRECTOR
The Administrative Director oversees logistical and secretarial duties for the organization, including maintaining communication with OMA programming staff.
Responsibilities include:
- Managing the IAC email account and distributing emails to appropriate officers
- Managing external mailing list, and internal board mailing lists
- Submitting requests for room reservations, student life vans, and the like
- Record Meeting Minutes at IAC board meetings
- Assist P/VP with OMA Relations (with Programming Staff, Storage Space, and Office)
- Assist Communications Department with distribution of content

COMMUNICATIONS DEPARTMENT (formerly PR, Marketing, and Information)
Positions: Communications Director, Assistant Communications Directors
The Communications team of IAC oversees all of the external media for the organization, encompassing social media, public messaging, visual marketing, and our web presence.
Responsibilities include:
- Maintaining a strong social media presence on all IAC accounts and webpages
- Managing permissions for all accounts so that our media is secure.
- Ensuring that the IAC brand is portrayed positively
- Social Media Accounts: Facebook, Twitter, YouTube, Website: http://iac.jhu.edu
- Ensure all information across the web and JHU community is accurate and up to date
- Creating strong visual graphics and marketing materials
- Keep the community informed on Asian Pacific American news
EDUCATION & OUTREACH DEPARTMENT (formerly Advocacy & Philanthropy)

**Positions:** Education & Outreach Director, Assistant Education & Outreach Directors

The Education & Outreach team oversees all IAC endeavors to inform the campus of pertinent Asian Pacific American issues.

Responsibilities include:

- Targeting specific focus issues at different points in the school year
- Creating engaging and educational programs that effectively involve the community
- Planning philanthropy programs to take action on those issues being targeted
- Evaluate the state of the APA community at Hopkins
- Work with OMA, OLE, and BSU and other organizations to build a strong coalition
- Establish and maintain a conversation on campus about these pertinent issues

FINANCE & DEVELOPMENT DEPARTMENT

**Positions:** Finance & Development Director, Assistant Finance & Development Directors

The Finance & Development team oversees the financial solvency of the organization.

Responsibilities include:

- Creating a yearly budget proposal for the organization, to submit to OMA
- Maintaining accurate records of organizational budget and expenses
- Coordinate reimbursements to any individuals who purchase on behalf of IAC/Constituents
- Manage the IAC Grant program and allocate funds to groups each month
- Seek out grants and funding opportunities to supplement the funds assigned by OMA

PROGRAMMING DEPARTMENT

**Positions:** Programming Director, Assistant Programming Directors

The Programming team oversees events and activities to engage the student body with the IAC community (outside of APHM).

Responsibilities include:

- Planning large-scale events like IAC Concerts, speaker events, and other public events
- Creating a summer internship guide each winter containing programs for the APA community
- Sharing opportunities and resources with the IAC community throughout the year
- Working with outside organizations like ECAASU, CAPAL, APIAVote, and the like to bring programs to campus
- Coordinating with other on-campus groups like The HOP, RAB, SGA, MSE, and FAS to connect the APA community with the student body at large
CAMPUS ENGAGEMENT DIRECTOR
The Campus Engagement Director leads the team of IAC Representatives from all the constituent groups. The team as a whole serves as the bridge between individual groups and IAC, and facilitates intergroup collaboration.
Responsibilities include:
- Holding meetings with the IAC Reps to get updates on group activities
- Managing the public IAC calendar so that the entire community can stay connected
  - [http://iac.jhu.edu/programs/calendar/](http://iac.jhu.edu/programs/calendar/)
- Creating events that bring the groups together such as intramural sports, competitions, or collaborative events
- Communicate with club presidents so that all groups are involved with the greater APA community

IAC REPRESENTATIVES
Positions: One position open for each of IAC’s constituent groups and any other group as approved by P/VP
IAC Representatives are members of the IAC board that represent one of the IAC constituent groups.
Responsibilities include:
- Maintaining good relations with the IAC board, and the board of their respective groups
- Attending meetings for both IAC and the group they represent
- Be active members of IAC and the APA community by attending events
- Having an active role in planning any IAC programs, events, or activities during the year
- Ask questions and make sure their groups concerns are voiced to the IAC board
- Bring their group into the larger APA community
- **IAC Reps are encourage (but not required) to concurrently serve as Assistant Directors or APHM committee members**

FRESHMEN LIAISONS
Each fall, five (5) IAC Freshmen Liaisons are selected after the SAC Fair to be officers in training for IAC. These five individuals are mentored by Advisors, the President, and Vice President, in addition to having special activities to socialize and learn about APA issues on campus and at-large.
Activities can include:
- Dinners and Luncheons
- Small Group Discussions
- Small Group Outings (Social and Educational)
- Rotation through all IAC Departments
- Priority access to limited events