OFFICER POSITIONS



“WE ARE RESPONSIBLE FOR THE WORLD IN WHICH WE FIND OURSELVES, IF ONLY BECAUSE WE ARE THE ONLY SENTIENT FORCE WHICH CAN CHANGE IT.”

JAMES BALDWIN

**WE ARE STUDENTS. WE ARE LEADERS. WE ARE CHANGEMAKERS.**

1. ***The President shall:***
	1. Preside over all formal, informal, and executive meetings.
	2. Call meetings of the Executive members and general body.
	3. Act as BSA representative and spokesperson or appoint alternate. Be empowered to fill vacancies of all officers within BSA.
	4. Be responsible and held accountable for the BSA budget in coordination with the Vice President
	5. Uphold and enforce the constitution of BSA.
	6. Serve as official signer for all BSA’s financial accounts alongside the Vice President
	7. Conduct quarter organization and officer evaluations. Recognize and award achievements of BSA officers and members
2. ***The Vice President shall:***
	1. Serve as second in command and spokesperson of BSA in the absence of the President.
	2. Provide event budgets no more than 48 hours following the planning of events and evaluate spending trends.
	3. Keep-up-to date records of the budget including receipts, invoices, email logs, etc. Maintain Buff Connect and all budgetary spending.
	4. Communicate the organization budget
3. ***The Officer of Outreach shall:***
	1. Connect with Registered Student Organizations at CU Boulder to build a community.
	2. Communicate monthly with advocacy centers on the CU Boulder campus including but not limited to: the Cultural Unity & Engagement Center, Gender & Sexuality Center, Women’s Resource Center, Counseling and Psychiatric Services, Career Services, Center for Student Involvement, etc.
	3. Work with the Lucile B. Buchannan Living and Learning Community as BSA liaison to create direct communication between BSA and First-Year students
4. ***The Director of Social Media shall:***
	1. Create weekly general member communication that will be emailed and posted on the Black Student Alliance’s Facebook page, Twitter page, and Website.
	2. Act as a historian alongside the Vice President of Events by taking pictures at all Black Student Alliance events.
	3. Ensure that all of the information is up-to-date on the BSA website, including officers, events, etc.
5. ***The Director of Events shall:***
	1. Plan, organize, and implement social, religious, and educational programs as well as see to advertisements, potential fundraisers, and community related services being that these are also a type of event.
	2. Keep up-to-date records of the budget including receipts, invoices, email logs, etc., of each event.
	3. Oversee the creation of promotional documents pertaining to BSA sponsored events.
	4. Provide the Vice President of Communications with event summary and details at least 14 days prior to the event.
6. ***The Officer of Communications shall:***
	1. Record minutes during each officer and general meeting.
	2. Distribute minutes to the officer team within 2 days of when the meeting has occurred
	3. Take and maintain a record of attendance at all Executive Council and General Body meetings.
	4. Maintain all email correspondents daily.