

Officer Positions

Each officers is expected to contribute \$10.00 to maintain the Center for Student Involvement account.

Officer of Communications:

This individual shall help:

- Create weekly general member communication that will be emailed and posted on the Black Student Alliance's social media accounts and the official website.
- Manage the Black Student Alliance email account by responding to emails, sending emails, and sending weekly newsletters
- Act as historian by taking pictures at all Black Student Alliance events.
- Ensure that all of the information is up-to-date on BSA's social medias accounts and official website.
- Record minutes (take notes) during each officer and general meeting.

Director of Marketing:

This individual shall help:

- Promote the Black Student Alliance and other allied groups on social media and on campus
- Work with the Officer of Communications to promote the Black Student Alliance and other allied groups in our weekly newsletters work with the Officer of Events to create promotional materials for the Black Student Alliance's events

Officer of Events:

This individual shall help:

- Plan, organize, and implement social and educational programs as well as see to advertisements, potential fundraisers, volunteer work and community related services being that these are also a type of event.
- Keep updated records of the budget including receipts, invoices, email logs, etc., of each event.
- Oversee the creation of promotional materials pertaining to BSA sponsored events.
- Provide the Officer of Communications with event summary and details at least 14 days prior to the event.

Officer of Outreach:

This individual shall help:

- Connect with other Registered Student Organizations at CU to build community.
- Communicate weekly 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.
- Work with the Lucile B. Buchanan Living and Learning Community BSA liaison to create direct communication between BSA and First-Year students.
- Appoint committee chairs and supervise committees, as needed along side officer team members.

Officer positions and responsibilities can be added and changed throughout the academic year, with a consensus.

Vice President - of Finances and Administration

This individual shall help:

- Serve as second in command and spokesperson of the Black Student Alliance in the absence of the Co-President(s).
- Provide event budgets no more than 48 hours following the planning of events evaluate spending trends.
- Keep up-to-date records of the budget including receipts, invoices, email logs, etc.
- Serve as an official co-signer for all financial accounts along side the Co-Presidents.
- Maintain an up-to-date spread sheet of the budget in the BSA shared folder
- Communicate the organization budget biweekly in the meeting minutes to ensure that the accounts are up to accurate records.

Co-President:

This individual shall help:

- Uphold and enforce the constitution of Black Student Alliance.
- Act as a delegate along side the other Co-President to the power structure of the University.
- Serve as official signer for all Black Student Alliance's financial accounts alongside the Vice President of Administration.
- Recognize and award achievements of Black Student Alliance officers and members.
- Conduct quarter organization and officer evaluations.
- Appoint committee chairs and supervise committees as needed.
- Preside overall sessions of the Black Student Alliance that include the general membership.
- Serve as first in command and spokes person for Black Student Alliance.
- Be empowered to fill vacancies of all elected and appointed offices within Black Student Alliance with confirmation from the Black Student Alliance.
- Create an agenda for each of the officer and general meetings.
- Mediate any discrepancies that arise amongst Black Student Alliance officers.
- Delegate authority when deemed appropriate.

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