

International Student Council Officer Duties

The duties of the President:

1. To act on behalf of the international students as official representative of the International Student Council (ISC)
2. To conduct meetings of the ISC General Assembly and the Executive Council
3. To appoint members to the ISC standing committees
4. To create and appoint members to special committees as needed
5. To prepare and submit legislation to the general assembly
6. To act as the executive officer of the ISC, enforcing General Assembly resolutions and the ISC Constitution and bylaws
7. To approve or veto Student Senate legislation
8. To serve as chairperson of the General Assembly
9. To prepare the agenda for every bi weekly meeting.
10. To prepare/modify the constitution accordingly for the current International Student Council.

The duties of the Vice-President:

1. To perform duties of the ISC President if the President is unable to function in his/her duties.
2. To represent the Executive Council at the General Assembly meetings with his or her right to vote.
3. To help the ISC president prepare the ISC constitution.

The duties of the Secretary:

1. To keep permanent records of all General Assembly proceedings
2. To notify all Assembly members of any regular and special meetings
3. To serve as custodian of General Assembly records
4. To work with the Student Life Office to preserve all nationality organization constitutions on file for public record.
5. To maintain proper correspondence regarding ISC, the General Assembly, and Executive Council
6. To keep exact note of all the bi weekly meeting minutes and document them. Documents should be uploaded after every meeting for student's reference.
7. Handle all council correspondence.

The duties of Treasurer:

1. To prepare and submit all Student Government Association (SGA) allocations budget proposal to the General Assembly
2. To keep accurate records of all disbursement of ISC operations
3. To advise on disbursements of all ISC funds
4. To serve as chairperson of the Appropriations Committee to distribute funds to unrecognized groups if called for
5. To chair the General Assembly as the chairperson pro-tempore

The duties of the Public Relations Officer:

1. To promote and publicize ISC activities with other campus organizations and external constituencies through the preparation and distribution of fliers and notices.
2. Act as a primary contact for the international students and conduct necessary information sessions which would be helpful for them throughout your term.

The duties of Senator:

1. Attend Student Government Meetings every week.
2. Responsible for voting on issues.
3. Relays information from the ISC to the SGA.
4. Requests funds from the SAFC.