Requirements

**President, assisted by the Vice-President**:

* Chair the Board of Directors.
* Lead and coordinate the work of the Board of Directors.
* Ensure that the letters sent to the association receive an appropriate response.
* Preside over the General Assembly.
* Ensure representation of the association.
* May delegate some of its functions to the Board of Directors.
* Responsible for managing the website of ISA's association and it regular updating. Ensures regular archiving of documents produced or received by the association.
* Manage the overall agenda of the association.
* Manage and update the lists of members.
* Reserve rooms available for meetings and implement the required materials.
* Write a monthly report of the association activities of the past month and shall inform all its members.
* Manage conflicts within the association and have the right, in order to resolve the conflicts, to choose the appropriate decision.
* If conflict in between the President and the Vice-President, the President has the last say on the decisions.

**Treasurer :**

* Correct account keeping
* Paying the expenses of the association.
* Ensuring correct payment of membership fee of each member.
* Collect the balance sheets of the various project of the association.

**Director and Co Director of University Affairs :**

* Coordinate activities related to the University, the representation of the students and studies themselves.
* Supervise the Academic Representatives.
* Ensure that ISA's communication policy is integrated into University Affairs.
* Collect and centralizes the projects of the various Class Committees.
* Ensure that the information for the Class Committees are property transmitted by the Academic Representatives.
* Actively participates in the representation of ISA.
* Report regularly the status of the "University Affairs" to the Board of Directors.
* Develop new tools for the University Affairs.
* Inform and give precise specifications to the Academic Representatives.

**Director and Co Director of International Affairs :**

* Coordinate the international affairs of ISA: Exchange of unilateral and bilateral students ; The various projects related with the International (Conferences).
* Ensure that the ISA's communication policy is integrated into international affairs.
* Ensure that the events have consistent aims with the statutes of ISA.
* Ensure that each project has an active manager.
* Report regularly the status of the International structure to the Board of Directors.
* Make the link between the international projects and the Board of Directors.
* Encourage the projects to be self-financing.
* Actively participate in the representation of the ISA.
* Convene members for the international meeting, prepare the agenda and chair.
* Develop new tools related to international affairs
* Inform and give precise specifications to the International Representatives :
	+ International Representatives are under the authority to answer questions pertaining to, but not limited to: application process, living, and about the association (ISA).
	+ International Representatives are responsible of the transmission of information to the Director of Communications.
* Are under the authority to answer questions pertaining to, but not limited to: application process, living, about the association (ISA), and distributing of information among the International Representatives.

**Director and Co Director of Activities :**

* Coordinate the various Activities of the ISA.
* Ensure that the Activities have consistent aims with the statutes of the ISA.
* Ensure that each Activities has an active manager.
* Report regularly the status of the "Activities" to the Board of Directors.
* Make the link between Activities and the Board of Directors.
* Encourage the Activities to be self-financing.
* Actively participate in the representation of ISA
* Develop new project-related tools.
* Keep up to date the list of leaders and members of Activities.
* Ensure that ISA's communication policy is integrated into Activities.

**Director and Co Director of Events :**

* Coordinate the organization of events of ISA.
* Ensure that the events have consistent aims with the statutes of ISA.
* Report regularly the progress of the event to the Board of Directors of ISA.
* Ensure that all profits are donated to the association.
* Coordinate with other projects of the association.
* Regularly creates events promoting contact and collegiality among the students.
* Develop new tools for the Events.
* Actively participates in the representation of the ISA.
* Encourage the Events to be self-financing.

**Academic Representatives**

* Are responsible of the transmission of information between their own Class Committee, the association and the University.
* Actively participate in ISA's meetings.
* Responsible for the representation and defense of the rights of the students towards the University and Professors.
* Responsible for managing the administrative affairs concerning their own Class Committee
* Inform Director of University Affairs of their activities within their Class Committee.
* Need to ensure the collection of course materials after each lesson and provide it to the members of their own academic year.
* Ordering the books for their own Class Committee.

**Class Committee**

* The Class Committee represents all the members of ISA's association within their academic year. There is a Class Committee for every academic year, in total six.
* Academic representative chaired within their own Class Committee.
* The Class Committee takes all decisions that may affect the concerning academic year. These decisions are transmitted to the Board of Directors as soon as possible.
* The Class Committee conducts the election of Representative of their respective year. The election procedure is as follows: elected the candidates who obtained the greatest number of votes casted. Two representatives are elected.
	+ At least one of the representatives has to speak Croatian. The Croatian speaker Academic Representative is responsable of the functions given by the University.
	+ The Academic Representative speaking Croatian is responsible for the representation and defense of the rights of the students towards the University and Professors, and in front of the Croatian Committee.
* May be a candidate: any student member of the association belonging to the academic year and is ready to participate actively in the activities of the association.
* All decisions are taken by simple majority of members present.