

# Requirements

## President, assisted by the Vice-President :

- Chair the Board of Directors.
- Lead and coordinate the work of the Board of Directors.
- The Vice-President is attached to the office of the President and together ensure the communication with the University, Directors, Co-Directors, the Academic representatives and members of the association.
- 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 its regular updating. Ensures regular archiving of documents produced or received by the association.
- Manage the overall agenda of the association.
- Manages and updates the lists of members.
- Reserve rooms available for meetings and implements the required materials.
- Writes 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 conflict, to choose the appropriate decision.
- Have the final say on all matters concerning the decisions taken within ISA's association.
- If conflict in between the Vice-President and President, the President has the last 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 properly transmitted by the Academic Representatives.
- Actively participates in the representation of the 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 Communication :

- Coordinate the communication of ISA.
- Report regularly, the communication to the Board of Directors of ISA.
- Coordinate with other projects of the association.
- Develop new tools for the communication of ISA (webpage, weekly newspaper, poster...)
- Actively participates in the representation of the ISA.
- Inform and give precise specifications to the Communication Representatives
  - o Communication Representatives are under the authority to answer questions pertaining to, but not limited to: application process, living, and about the association (ISA).
  - o Communication 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 Communication Representatives.

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

- Coordinate the international affairs of ISA:
  - o Exchange of unilateral and bilateral students.
  - o 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

## **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.