

**Montana State University Billings**  
**International Studies Club**

## **Presiding Officer Duties and Responsibilities**

The Presiding Officer of the ISC will be seen as the official representative of the club on the MSUB campus and in the Billings community. The P.O. will be ultimately responsible for the International Student Club meetings, events and membership. Each P.O. may choose a title for their position which fits with the leadership scheme of their native country (i.e. President, Prime Minister, etc.).

Qualifications for this position are:

1. Current MSUB student who's GPA meets or exceeds university passing requirements.
2. Ability to effectively communicate, both verbally and written, with members and officers of the club as well as other students/staff on the MSUB campus.
3. Ability to represent the ISC and MSU Billings in a professional manner on campus and in the community.
4. Ability to develop meeting agendas and facilitate meetings, trainings, retreats and events with the other officers and advisors of the club.
5. Willingness to commit and dedicate time to the growth, development and sustainability of the International Studies Club.
6. Ability to work independently and as part of a team.
7. Ability to network and build relationships with students, faculty, and staff of MSUB.
8. Good time management skills.

The Presiding Officer of the ISC shall:

- 1) Act as the official representative of the club on the MSUB campus and in the Billings community.
- 2) Work with the advisors and other officers of the ISC to facilitate group success and organization.
- 3) Facilitate setting the ISC agenda for the year with rest of officers and advisors.
- 4) Meet weekly with the ISC advisors and officers.
- 5) Assist the advisors in coordinating the officer's meetings before the regular club meetings.
- 6) Schedule and govern any general meetings of the ISC.
- 7) Compose meeting agendas for each general ISC meeting with the club officers and advisors.
- 8) Attend all ISC meetings and events; communicate with other officers if attendance is not possible.
- 9) Coordinate participation of members for all club activities and events.
- 10) Attend and participate in Student Leadership Meetings sponsored by MSUB and be an active participant in campus meetings where the ISC should be represented.
- 11) Initiate efforts to nominate ISC programs/projects for Student Leadership Recognition program in April
- 12) Cheerfully assist all other club officers and advisors in any help they may need.
- 13) Spend a minimum of 2 hours/week in the Office of International Studies performing job functions.

Application Process:

Any member of the ISC is open to apply for the P.O. position. Applications will be received during the month of September. All applications will be reviewed by the ISC advisors and selections will be made by the first ISC meeting in October. The member selected for this position will sign a contract stating their commitment to this position for the entire school year.

Monetary Stipend:

The International Student Club Presiding Officer will receive a \$150 stipend/semester in order to help them in their position roles. This stipend will be in two, \$75 payments that will occur half-way through the semester and at the end.

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## **Assistant Presiding Officer Duties and Responsibilities**

The Assistant Presiding Officer of the ISC will be seen as an official representative of the club on the MSUB campus and in the Billings community. The A.P.O. will be jointly responsible for the International Student Club meetings, events and membership with the P.O. Each A.P.O. may choose a title for their position which fits with the leadership scheme of their native country (i.e. Vice President, Vice Prime Minister, etc.).

Qualifications for this position are:

1. Current MSUB student who's GPA meets or exceeds university passing requirements.
2. Ability to effectively communicate, both verbally and written, with members and officers of the club as well as other students/staff on the MSUB campus.
3. Ability to represent the ISC and MSU Billings in a professional manner on campus and in the community.
4. Ability to work with and assist the P.O. of the club in his/her duties and responsibilities.
5. Willingness to commit and dedicate time to the growth, development and sustainability of the International Studies Club.
6. Ability to work independently and as part of a team.
7. Ability to network and build relationships with students, faculty, and staff of MSUB.
8. Good time management skills.

The Assistant Presiding Officer of the ISC shall:

- 1) Support and assist all duties of the P.O. as needed and possible.
- 2) Work with the advisors and other officers of the ISC to facilitate group success and organization.
- 3) Facilitate setting the ISC agenda for the year with rest of officers and advisors.
- 4) Meet weekly with the ISC advisors and officers.
- 5) Schedule and govern any general meetings of the ISC if the P.O. is not available.
- 6) Compose meeting agendas for each general ISC meeting with the club officers and advisors.
- 7) Attend all ISC meetings and events; communicate with other officers if attendance is not possible.
- 8) Help coordinate participation of members for all club activities and events.
- 9) Cheerfully assist all other club officers and advisors in any help they may need.
- 10) Spend a minimum of 2 hours/week in the Office of International Studies performing job functions.

Application Process:

Any member of the ISC is open to apply for the A.P.O. position. Applications will be received during the month of September. All applications will be reviewed by the ISC advisors and selections will be made by the first ISC meeting in October. The member selected for this position will sign a contract stating their commitment to this position for the entire school year.

Monetary Stipend:

The International Student Club Assistant Presiding Officer will receive a \$100 stipend/semester in order to help them in their position roles. This stipend will be in two, \$50 payments that will occur half-way through the semester and at the end.

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## **Assistant Secretary/Treasurer Duties and Responsibilities**

The Secretary/Treasurer of the ISC will be seen as an official representative of the club on the MSUB campus and in the Billings community. This officer will have the primary responsibility of communication with all ISC members regarding meetings and events as well as managing the financial records of the club.

Qualifications for this position are:

1. Current MSUB student who's GPA meets or exceeds university passing requirements.
2. Ability to effectively communicate, both verbally and written, with members and officers of the club as well as other students/staff on the MSUB campus.
3. Ability to represent the ISC and MSU Billings in a professional manner on campus and in the community.
4. Willingness to commit and dedicate time to the growth, development and sustainability of the International Studies Club.
5. Ability to work independently and as part of a team.
6. Be trained in the ability to manage all financial transactions (money, balance sheets, BPA's)
7. Knowledge of administrating a Facebook page

The Secretary/Treasurer of the ISC shall:

1. Work with the advisors and other officers of the ISC to facilitate group success and organization.
2. Meet weekly with the ISC advisors and officers.
3. Attend all ISC meetings and events; communicate with other officers if attendance is not possible.
4. Conduct or oversee all club financial business, including but not limited to
  - a. Help coordinate all club fundraising efforts
  - b. Meet or exceed all financial requirements for student organizations on campus
  - c. Develop and submit organization budget where/if appropriate
  - d. Ensure funds are only used for the specific purpose they were raised for
  - e. Keep accurate financial records and report them publicly annually
  - f. Comply with all applicable local, state, and federal laws at all times
5. Send weekly reminders to club members about meetings, events, socials
6. Keep minutes for general meetings
7. Maintain records of membership, track attendance at meetings and events
8. Organize and keep updated the ISC Facebook page
9. Cheerfully assist all other club officers and advisors in any help they may need.
10. Spend a minimum of 2 hours/week in the Office of International Studies performing job functions.

Application Process:

Any member of the ISC is open to apply for the A.P.O. position. Applications will be received during the month of September. All applications will be reviewed by the ISC advisors and selections will be made by the first ISC meeting in October. The member selected for this position will sign a contract stating their commitment to this position for the entire school year.

Monetary Stipend:

The International Student Club Secretary/Treasurer will receive a \$75 stipend/semester in order to help them in their position roles. This stipend will be in two payments that will occur half-way through the semester and at the end.

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## **Activities Coordinator Duties and Responsibilities**

The Activities Coordinator of the ISC will be seen as an official representative of the club on the MSUB campus and in the Billings community. This officer will have the primary responsibility of leading a committee of ISC members in creating and implementing club events.

Qualifications for this position are:

1. Current MSUB student who's GPA meets or exceeds university passing requirements.
2. Ability to effectively communicate, both verbally and written, with members and officers of the club as well as other students/staff on the MSUB campus.
3. Ability to represent the ISC and MSU Billings in a professional manner on campus and in the community.
4. Willingness to commit and dedicate time to the growth, development and sustainability of the International Studies Club.
5. Ability to work independently and as part of a team.
6. Ability to create activities and events for the ISC.
7. Strong organizational skills and the ability to trouble-shoot when necessary.
8. An understanding of the processes of planning and implementing events.

The Activities Coordinator of the ISC shall:

1. Work with the advisors and other officers of the ISC to facilitate group success and organization.
2. Meet weekly with the ISC advisors and officers.
3. Attend all ISC meetings and events; communicate with other officers if attendance is not possible.
4. Gather a committee of ISC members to help create, plan, coordinate and implement events for the club.
5. Organize at least one event for the club each month.
6. Communicate with all club members and advisors regarding the details of each event.
7. Facilitate advertising for club events on the MSUB campus.
8. Coordinate finances needed for events with the ISC Secretary/Treasurer.
9. Send thank you notes to vendors or hosts of each event.
10. Cheerfully assist all other club officers and advisors in any help they may need.
11. Spend a minimum of 2 hours/week in the Office of International Studies performing job functions.
12. This person will also be the Leader of the International Food Fair that happens in the Spring Semester. This Leader will work closely with the Club Advisor to make the Food Fair a success.

Application Process:

Any member of the ISC is open to apply for the Activities Coordinator position. Applications will be received during the month of September. All applications will be reviewed by the ISC advisors and selections will be made by the first ISC meeting in October. The member selected for this position will sign a contract stating their commitment to this position for the entire school year.

Monetary Stipend:

The International Student Club Activities Coordinator will receive a \$75 stipend/semester in order to help them in their position roles. This stipend will be in two payments that will occur half-way through the semester and at the end.