USO Executive Team Role Template

President

- Provides overall leadership and vision for the USO
- Represents the USO at university, SUSK, and community events
- Chairs executive meetings and ensures all activities align with USO's mission
- Oversees team coordination and long-term planning

Vice President (VP)

- Supports the President and fills in when needed
- Coordinates internal operations and communication between execs
- May oversee specific portfolios (e.g., advocacy, outreach, culture)

Treasurer

- Manages the USO's finances and budget
- Prepares financial reports and submits funding requests (e.g., to SUSK or student union)
- Handles reimbursement and monitors event spending

Secretary

- Maintains records of meetings, decisions, and contacts
- Prepares agendas and takes minutes during meetings
- Manages club documents including constitution and registration forms

Social Media & Communications Coordinator

- Manages USO's social media accounts and promotional materials
- Designs posters, event invites, and newsletter content
- Helps grow online presence and student engagement

Events Coordinator (*Optional*)

- Plans and organizes events (cultural, social, advocacy, etc.)

- Coordinates logistics: venues, supplies, volunteers, and promotion
- Works closely with Treasurer and Social Media Coordinator

Community & Outreach Liaison *(Optional)*

- Builds relationships with local Ukrainian organizations, UCC chapters, and other USOs
- Helps promote collaborative events and advocacy efforts

Cultural Program Coordinator *(Optional)*

- Focuses on cultural activities (e.g., film screenings, dance, language events)
- Works to preserve and share Ukrainian traditions and history

Advocacy Chair *(Optional)*

- Leads campaigns related to Ukrainian issues (e.g., war awareness, human rights, refugees)
- Coordinates rallies, petitions, and advocacy partnerships

Note: *In smaller teams, members may hold multiple roles or share responsibilities. Define your structure based on what's feasible and what your USO hopes to achieve.*