



## **AAACC Officer Duties**

Last updated April 2021

### **Co-chairs (2):**

1. Organizing meetings with the other officers (every other month) and the Board of Directors (trimesterly w/ Board; once a year with both officers & Board);
2. Working with the Board on future directives of the organization;
3. Cultivating relationships with leaders from other Classics organizations and developing potential collaborations;
4. Overseeing logistical/organizational details (e.g. manage organization's email account, run elections, renew charter, co-sign financial responsibilities, etc.);
5. Curating and managing the trimesterly newsletter (Spring, Summer, Fall) that updates our members on our latest and upcoming events;
6. Directing regular programming (e.g. assist with running elections, organize AIA/SCS reception, delegate program facilitators throughout the year, etc.) and managing annual workflow;
7. Promoting the AAACC using various multimedia in academic and nonacademic contexts.

### **Financial officer (1):**

1. Keeping the financial records of the AAACC and submit regular budget and expenditure reports;

2. When necessary, filing the paperwork to be in compliance with the appropriate financial or governmental institutions;
3. Maintaining the monetary service accounts necessary for the financial operation of the AAACC;
4. Steering fundraising initiatives and advising on the economic feasibility of AAACC initiatives;
5. Directing the annual membership drive (Lunar New Year);
6. Managing the membership platform.

**Programming officer (1):**

1. Overseeing administration of paper prizes;
2. Organizing and hosting events related to member needs (e.g. preparing for graduate school, preparing for the job market, etc.)

**Outreach officer (1):**

1. Helping organize AIA/SCS panel: collect abstracts, anonymize submissions for review and selection;
2. Hosting one annual event of their choosing;
3. Updating and maintaining the website:
  - a. Changing headlines, events, press links;
  - b. Adding/removing job openings, scholarship opportunities, and bulletin
  - c. Keep track of and manage yearly web hosting fees;
  - d. Counsel on strategy and feasibility of other tech-related outreach
4. Curating social media content for AAACC (including but not limited to Instagram, Facebook, and Twitter);
5. Taking meeting minutes.

**Secondary education liaison (must be secondary educator; 1-2 positions):**

1. Engaging secondary educators in AAACC membership and programming;

2. Connecting APIDA secondary educators with each other informally (i.e., in-person or online introductions) and through events (e.g. certamen)
3. Hosting one annual event.

**Mentorship Coordinator (1):**

1. Managing the mentorship program by
  - a. Publicizing the mentorship program through all channels (e.g. social media, newsletter, emails, website)
  - b. Creating and collecting the registration forms for mentors and mentees
  - c. Creating and disseminating facilitation guides for mentoring sessions
  - d. Creating and collecting mid-program and end-of-year program feedback forms
  - e. Matching mentor-mentee pairs based on their stated preferences (e.g. research interests, professional and personal goals, strengths/weaknesses, etc)
  - f. Mediating any mentor-mentee conflicts
  - g. Organizing and leading program-wide meetings each semester (usually October and February)