



**VSAUW Officer Positions
2026-2027**

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Any questions or concerns, feel free to contact us at vsauw@uw.edu or @VSAUW on Instagram and Facebook!

Mission Statement

The Vietnamese Student Association at the University of Washington (VSAUW) is a Registered Student Organization. VSAUW is a **cultural, social, and civically engaged** organization. Since the 1980s, we've continued to cultivate relationships between students at the University of Washington and the greater Seattle Vietnamese community. We aim to do this by developing the next generation of leaders, striving to help the Vietnamese community in Seattle and beyond move in a forward direction.

VSAUW hosts events that we believe showcase the Vietnamese heritage and culture. Additionally, we support our sister VSAs at other college campuses. We strive to make an impact on our campus and city community by learning, educating, and taking action.

Civic Engagement: Communities working together or individuals working alone in both political and non-political actions to protect public values and make a change in the community.

Executive Team

Collective Goals:

- Manages overall logistics of internal and external officer team functions
- Promote communication and coordination among the office and members
- Maintain a positive and proactive work environment
- Author community statements

President (1)

- Serve as the official spokesperson for VSAUW
- Appoint Executive Advisor(s)
- Ensure that activities and operations achieve the mission, goals, and objectives of VSAUW
- Delegate tasks and responsibilities to officers
- Monitor and take appropriate actions to preserve the communication, welfare and commitment of the office
 - Mediate and address community safety conflicts amongst members and/or officers with the VPO and appropriate officers
- Create the agenda and facilitate Officer Meetings
- Active representative in the NWVSA Intercollegiate Council
- Audit the VSAUW financial account within the third week of each quarter

Vice President of Operations (1)

- Assist the President and assume their duties when they are unable to serve
- Ensure that activities and operations achieve the mission, goals, and objectives of VSAUW
- Strengthen officer bonds through team-building activities
- Mediate and address community safety conflicts amongst members and/or officers with the President and appropriate officers
- Enforce officer accountability guidelines
- Renew VSAUW's non-profit status at the beginning of the academic year

Vice President of Internal Affairs (1)

- Event Team Lead alongside Vice President of External Relations
 - Monitor Event Team's progress, and provide them with assistance when needed
- Establishes and maintains relationships with RSOs on campus
- Collaborates with RSOs in order to produce engaging, informative, and inclusive events for our members from various backgrounds

Vice President of External Affairs (1)

- Event Team Lead alongside Vice President of Internal Relations
 - Monitor Event Team's progress, and provide them with assistance when needed
- Handle community relations
 - Outreach to local organizations/businesses

- o Coordinate member participation in organizational events
- Handle regional affairs with NWWSA¹
 - o Attend Intercollegiate Council meeting with President
 - o Relay all updates and upcoming events to VSAUW
 - o Promote member engagement within region
 - Ex. Planning trips to other schools' events, meetings, cultural shows, etc.
 - o Assist in planning regional events
- Promote Collective Philanthropy Project (CPP)

Treasurer (1)

- Safeguard all VSAUW properties and assets
- Promote fundraising activities
- Grants/sponsorship lead
 - o Seek and apply for grants by set application deadlines
 - o Organize amongst officer team to gather sponsorships within local communities
- Oversee and maintain finances of VSAUW to fund operations/events/merchandise
 - o Work with Google Sheets/Excel and other appropriate platforms to track budget/sales
 - o Process budget proposals along with payments/reimbursements
- Work alongside the Secretary to keep records of invoices
 - o Ex. Booking rooms, purchases, etc.
- Establish financial support system for VSAUW operations and stability
 - o Fundraising for Collective Philanthropy Project (CPP)²/members

Secretary (1)

- Record the proceedings of officer and executive meetings
- Reserve meeting rooms and equipment for officer affairs and VSA events
- Work alongside the Treasurer to keep records of invoices
 - o Ex. Booking rooms, purchases, etc
- Responsible for sending and responding to emails
- Main moderator for VSAUW officer programs
 - o Ex. Workplace, Google Calendar, etc.

Media Chair (1)

- Lead and participate in media projects and supervise progress
 - o Hoa Khôi Liên Trường/Phở King
 - o Winter Formal
 - o Other events involving VSAUW

¹ Northwest Vietnamese Student Association

² Collective Philanthropy Project (CPP): a nation-wide initiative for Vietnamese students and community organizations to collaborate and partner with in working towards one charitable cause.

- Provide creative direction for media projects
- Provide final constructive critique of media content
- Cultivate and develop media skills of Media Chair and Media Team members
 - Assists Media Team members' projects
 - Serve as a mentor for Media Intern(s)

Dance Chair (1)

- Must have prior experience in dancing and choreography
- Lead and participate in logistics of dance team and supervise progress
- Communicate and coordinate performances with community organizations
- Formulate logistics to operate
 - Planning dance team auditions at the beginning of the new school year
 - Coordinate time and location for practice
 - Work with Secretary to book rooms for practices and other dance-related events
 - Ordering necessary props
- Assist and/or lead dance projects
 - Help choreographer(s) with one-on-ones
 - Assist choreographer(s) in dances as needed
 - Cleaning, helping lead practices
- Choreograph for HK/PK contestants (specifically)

Executive Advisor (1)

- Appointed by President
- Stay informed with VSA progress, events, and conflicts
- Act as a mentor to officers and provide assistance wherever needed
- If able to, mentor Freshman Interns
- Provide feedback and input to further help build the team
- Contribute to dialogues with questions before advising
- Attend all officer meetings and events when available

Freshman Interns (3)

- Work closely with officers to learn the roles of each position
 - Shadow either event or media team depending on interest
- Work with a designated mentor throughout the year to guide them through responsibilities
- Bridge the connection between VSAUW and the Freshman population at the UW
- Develop a personal project with a specific goal, amongst other Freshman Interns, or assigned committee
- Be proactive in optimizing the leadership development experience

Event Team

Collective Goals:

- Bring in ideas for general meetings
- Help plan/run general meetings
- Facilitate any events, emphasizing officer delegation during planning and execution of events
 - i.e. Assign specific officers to individual meeting segments
- Plan quarterly events (excluding HK/PK³) as part of ongoing goal to get members involved and increase retention rate
 - Ex. Collaborations with other RSOs⁴ or community organizations
- Open floor to general members in order to promote discussions and events of their choice
- Collaborate with RSOs and local VSAs to produce cultural, civically engaged, and social events
- Make meetings accessible for students with accommodation needs
 - Ex. Captioning, activities

Event Coordinators (2)

- Organize and run (in tandem with other event team members) club event plans delegated by VPI/VPE⁵
- Plan logistics and facilitate general meetings
 - Work with Secretary to book rooms for general meetings at the beginning of the quarter
 - Prepare and organize necessary supplies and other materials
 - Prepare a list of confirmed meeting information for media to promote (ex. time, date, location, caption)
 - Create meeting itineraries and share them with the officer team
 - Format slides and assign roles for officer participation
 - Estimate budget for event/submit financial requests to Treasurer
- Driven to “think outside of the box” and be creative
 - Bringing new ideas to VSA events and meetings for membership retention
- Collaborate with the Culture Chair, Civic Engagement Chair, and ACCE Family Coordinator in planning activities and meetings
 - Ex. Tet GM
- Have positive, friendly, and welcoming personalities

Cultural Chair (1)

- Assist VSAUW in fulfilling the cultural pillar

³ Hoa Khôi Liên Trường/Phở King: annual cultural pageant, alternating each year for women and men

⁴ Registered Student Organization

⁵ Vice President of Internal/External Affairs

- Organize different methods and activities that create a safe place for discussions regarding Vietnamese identity, our Asian and Asian American heritage, our shared and distinct narratives, etc.
- Plan a personal project of their choice
 - Ex. Storytelling/Folklore Night, etc.
- Work with VPE with Tet in Seattle (TIS) event
 - Plan out and organize TIS booth
- Involvement with HK/PK⁶ process:
 - Assist the HK/PK chair(s) with the implementation of culture into the event and contestants' experience
 - Ex. Workshop during HK/PK camp
- Collaborate with the ECs, Civic Engagement Chair and ACCE Family Coordinator in planning activities and meetings

Civic Engagement Chair (1)

- Understand social and public issues and how they affect the community, while keeping a balanced and unbiased perspective
- Host informational sessions on topics such as public resources, awareness, or leadership
 - Hosting informational segments during general meetings
 - Model Minority Segment
 - Know Your Rights Workshop
- Uplift members and the community of VSA on social and public issues
- Find opportunities and encourage members to participate through service events and community service
- Ensure all initiatives stay neutral, inclusive, and accessible to all members
- Collaborate with the ECs and Cultural Chair in planning activities and meetings

ACCE Family Coordinator (2)

- Help promote a welcoming and interactive environment for the members and interrelations of members to adapt to and in support of VSA
- Responsible for running and organizing Anh Chị Chanh Em⁷(ACCE) Program
 - Deciding an ACCE Family theme
 - Recruiting family leaders that will support VSA values and goals
 - Consistently checking in with ACCE Family leaders to monitor and ensure member engagement
 - Placing general members and officers into families, lightly structured to optimize diverse connection and members' general interest
 - Create systems to track ACCE Family points throughout the term
- Continue to find ways to advance the ACCE program

⁶ Hoa Khôi Liên Trường/Phở King: annual cultural pageant, alternating each year for women and men

⁷ Anh Chị Chanh Em: older brother, older sister, older sibling, younger sibling

- o Planning monthly events for ACCE families to bond
 - o Creating incentives for ACCE families to see each other. Especially beyond VSA events
 - Ex. Boba, Bowling, Game Nights, etc.
- Mediate and address community safety conflicts in the ACCE Program with the President, VPO, and/or other appropriate officers
- Collaborate with the ECs, Civic Engagement Chair, and Cultural Chair in planning activities and meetings.

Media Team

Collective Goals:

- Create and maintain branding of VSAUW
- Document all events
- Create promotional content for events and VSAUW platforms
- Assist with photo/video shoots & TikToks
- Create additional media projects

Public Relations Chair (1)

- Maintain every VSAUW platform (Facebook, Instagram, TikTok, SquareSpace Website, Linktree)
 - Proofread and update the content uploaded on each platform
 - *Instagram*: Delivering media assets: event information, event recap, reels, stories, etc. Coordinating officer takeovers;
 - *Facebook*: Posting event pictures, etc.
 - *TikTok*: Create two monthly Reels and TikTok promoting VSA, and at least one TikTok with members at General Meetings
- Responding to all social media platform messages
- Advertise VSAUW and other local events by maintaining a positive relationship with other RSOs, NWVSA, and the greater Vietnamese/Asian community
- Assist Media Team with Graphics (if available and capable)

Graphic Designer (1)

- Make promotional content for all events
 - Ex. Logos, fliers, posters, banners, backdrops, etc.
- Involvement with HK/PK⁸ process:
 - Create branding and graphics for pageant
 - Ex. Merchandise design, logos, banners, pamphlets, etc.
- Work with Treasurer on VSAUW merchandise
- Work with Public Relations Chair on social media content
- Must have knowledge in design tools (Figma, Canva, etc.), be creative, receptive to ideas/feedback, and flexible

Photographer (1)

- Main photographer for events
- Organize and shoots officer portraits

⁸ Hoa Khôi Liên Trường/Phở King: annual cultural pageant, alternating each year for women and men

- Edit and upload all photos promptly onto team drive and social media (ex. Facebook)
- Assist the videographer in all projects

Videographer (1)

- Main videographer for events
- Organize and shoots for video projects
- Involvement with HK/PK process:
 - Record HK/PK behind the scenes
 - Ex. dance practices, interviews, áo dài fittings, etc.
 - Organize, shoot, and edit HK/PK contestant introduction videos
 - Record HK/PK Moonlit Lotus dance performances
 - Adhere to strict deadlines delegated by Project Leads
- Edit and upload all videos promptly onto team drive and social media (ex. One Drive, Youtube)
- Assist the photographer in all projects

Media Intern (2)

- Must be a non-graduating person
- Shadow all media positions
- Improve mastery of various design, photo, and/or video editing software (Figma, Canva, Adobe After Effects, CapCut).
- Secondary photographer/videographer at events
- Must be willing to learn, ask questions, and receptive to ideas/feedback

Media Advisor (1)

- Appointed by Media Chair
- Serve as a mentor to Media Team
- Provide constructive criticism and assistance to the team's projects
- Attend officer meetings and events when available

Dance Team

Collective Goals:

- Create and uphold a welcoming dance environment and community
- Recruit dancers for dance teams(s) and hold weekly practices
- Choreograph pieces to perform at different VSA and community events
- Hold additional projects, such as dance workshop

Choreographer (2)

- Must have prior experience in dancing and choreography
- Be able to effectively teach dance moves to beginner dancers
 - Set aside time for one-on-ones
 - Find new methods to teach if current methods don't work
- Choreograph traditional and contemporary dances to perform at:
 - HK/PK⁹
 - Tet in Seattle
 - Asian American Pacific Islander (AAPI) month celebration
 - Other community-based events
- If able to, plan and run a personal project
 - Ex. Plan a workshop teaching members how to dance, etc.
- Assist or lead dance projects
 - Create choreography and formations
 - Teach, provide feedback, and clean choreography
- Be able to teach and understand dance counts

Performance Coordinator (1)

- Must have experience in dancing and performance
- Assist Dance Chair with performance day logistics for:
 - HK/PK
 - Tet in Seattle (TIS)
 - Asian American Pacific Islander (AAPI) month celebration
 - Other community-based events
- Create and communicate performance day schedules for dancers
 - Ex. Arrival time for dancers, performance time, and dismissal time
- Coordinate transportation for both dancers and props to/from performance sites as needed
- Coordinate costumes and outfits
- Responsible for tracking inventory
 - Keeping count of fans, hats, and etc.

⁹ Hoa Khôi Liên Trường/Phở King: annual cultural pageant, alternating each year for women and men

- o Ensuring that props are returned after practice and/or performance
- Attend VSAUW performances
 - o Assist with audio and video recording
 - o If available assist with leading practices and cleaning routines as needed
- Build discord channels and dance team group chats

Dance Intern (2)

- Must be a non-graduating person
- Work closely with Dance Chair, Choreographers, and Performance Coordinator to learn the roles of each position in Dance Team
- Work with a designated mentor throughout the year to guide them through responsibilities
- Be proactive in optimizing the leadership development experience in dance team
- Plan and run a personal project (ex. workshop, choreography)

Dance Advisor (1)

- Appointed by Dance Chair
- Must have prior experience in dancing and choreography
- Previous dance captain/chair, or choreographer
- If able to, plan and run a personal project
 - o Ex. Plan a workshop teaching members how to dance, etc.
- Assist or lead dance projects
- Create choreography and formations
- Mentor and support dance intern's personal project
- Teach, provide feedback, and clean choreography