

OASA Officer Position Descriptions & Duties

Take advantage of a chance to help build a student organization from the ground up! We are accepting applications for OASA officer positions for the 2008-9 school year.

The OASA provides opportunities to build a resume through officer positions that require initiative, organization, and leadership skills.

The following positions are open beginning fall 2008:

President

- Arrange and organize club meetings twice a semester
- Set short and long term goals in conjunction with other OASA club presidents
- Serve as primary representative for all OASA clubs
- Maintain club registration with the IU Student Activities Office (SAO)
- Oversee all OASA clubs, their advisors, and leadership boards

Vice-President

- Working alongside the President of OASA & other clubs to plan outdoor student events
- Gain practical experience and computer skills through administrative duties (communication and record keeping)
- Assume the duties of the OASA President during the President's absence or disability
- Develop meeting agendas with the Advisor and President
- Maintain effective communication between club and advisor

Treasurer

- Organize bills and requisitions drawn from OASA general funds
- Maintain written reports of income and expenditures (ledger) for OASA
- Write grants in cooperation with the Vice-President

Public Relations

- Handle public outreach and recruitment activities
- Use creativity in marketing and advertising efforts
- Effectively publicize all group events