iDiversity Officer Descriptions

Vice President

The Office of the Vice President shall oversee funding and in-kind partnership opportunities, and be responsible for the following duties:

- Planning and execution of officer elections; coordinating impartial tally
- Lead meetings in President’s stead
- Support marketing and advertising for all iDiversity related events and projects
- Provide leadership support and participate in all iDiversity-led projects, i.e. short-term volunteer projects, etc.
- Apply on iDiversity’s behalf for funding and grant opportunities to support group-related expenses
- Seek out potential partnership opportunities that could yield in-kind support to iDiversity activities, i.e. use of ResearchReady for UDC mentoring project
- Actively recruit new student members from all specializations and programs

Secretary

The Office of Secretary shall maintain records for the organization, and be responsible for the following duties:

- Take minutes (or arrange proxy) at all meetings on cloud-accessible platform
- Update and maintain iDiversity Google Calendar
- Produce and issue surveys as per the President’s and Vice President’s request
- Maintain iDiversity records and assist all officers by keeping a running list of events, budgets, task lists announcement schedules, surveys, etc.
- Upload iDiversity Officer Meeting Agendas and Minutes to the iDiversity website
- Act as iDiversity “archivist” in keeping records of all marketing materials, event recordings, project ideas, etc.

Social Media/Marketing Coordinator

The Office of the Social Media/Marketing Coordinator shall manage social media presence for and actively promote the organization, events, and projects, and will be responsible for the following duties:

- Manage Twitter and Facebook accounts and account communications
- Promote iDiversity events and diversity-related news via iDiversity social media channels
- Issue announcements to iSchool listservs and Dean’s News
- Advise the President of new opportunities that arise via iDiversity social media channels or new venues for social media outreach
- Manage the iDiversity blog: content, schedule, etc.
- Assist the Event Coordinator in making marketing materials (flyers, etc) for all events

**Alumni Representative**

The Office of the Alumni Liaison will serve as a liaison for alumni members, and be responsible for the following duties:

- Serve as a point of contact for alumni and actively recruit alumni members
- Coordinate with iSchool Marketing staff for alumni outreach
- Coordinate with the President in regard to the mentor program
- Represent iDiversity at professional events