

SDFSA Board of Directors: Officer Positions and Duties

*All officers must attend the meetings, help out at each event, complete their duties, submit a recipe or original article for either the fall or spring newsletter, and work as a team with their fellow officers.

President (1) (Executive Position)

The President's job is to serve as a leader of the organization, provide direction for the members and other officers, run the board meetings, oversee all official events, and make decisions that will shape the future of the SDFSA. (NOTE: Only students who have been active members of the SDFSA for at least one semester prior running for office are eligible to become President.)

Specific duties of the President: keeping the advisors informed of club business; serving as chair for the bi-monthly board meetings; attending and overseeing all club events; coordinating with the Vice-Presidents for the Orientation booths beginning of the year and for National Nutrition Month (March); re-chartering the club; serving as a member of the Marilyn Magaram Center Advisory Board; attending advisory board meetings; overseeing the work of the other officers; forming committees; making the meeting agendas; making the monthly calendars; accepting grievance reports; obtaining grants from professional organizations, such as SCIFTS; providing information for and holding elections for the following year.

Optional (but traditional) duties: providing recognition for the Vice-Presidents at the end of the year; ordering awards and gifts for the officers, advisors, and Magaram Center at the end of the year; organizing a dinner party at the end of the year.

Skills required for the President: leadership, public speaking, conflict mediation, delegation, time management, organizing, planning, people skills, flexibility, the ability to improvise, problem solving, determination, patience, and creativity.

Vice-Presidents (2) (Executive Positions)

The Vice-Presidents serve as assistants to the President, and are prepared to take over the Presidential duties in the absence of the President. The Vice-Presidents are also primarily responsible for organizing the symposiums and coordinating the lecture series.

Specific duties of the Vice-Presidents: providing assistance to the President; serving as chairs for the bi-monthly board meetings in the absence of the President; contacting speakers for the symposiums (making room reservation for lectures/symposiums, purchasing supplies, ordering lunch, set-up, clean-up, meeting speaker's needs, sending thank-you letters to speakers, processing honorariums for the speakers (if applicable), and coordinating volunteers); contacting and scheduling speakers for the lecture series; keeping the Publicity officers informed of all event dates and information needed for

symposium flyers; and coordinating with the Marilyn Magaram Center on speakers and events.

Skills required for the Vice-Presidents: public speaking, people skills, leadership, time management, delegation, organizing, planning, communication, and persuasiveness.

Secretaries (2) (Executive Positions)

The Secretaries serve as the record keepers of the SDFSA. They take minutes of the meetings and distribute them to the members. They are also responsible for the details that keep an organization running smoothly.

Specific duties of the Secretaries: include taking minutes of the meetings; summarizing the important details of the meeting; typing up the minutes; making and distributing copies of the minutes to the members (this includes sending the minutes to the FCS-CC to distribute via e-mail to all the members); designing, copying, and distributing membership applications; collecting member information (name, phone #, etc.); creating a membership roster, creating a roster that includes the officers' information; designing and distributing membership cards; mailing materials as needed by the board; acquiring, gathering information for, and filing forms as required by the Student Development Office and / or the Associated Students (A.S); and making room reservations for all meetings.

Skills required (and will develop) for the Secretaries: organization, computer proficiency, and creativity.

Accounting Treasurer (1) (Executive Position)

The Accounting Treasurer must work closely with the Fundraising Treasurer to promote and maintain the financial status of the organization. Basically, the Accounting Treasurer manages the budget for SDFSA.

Specific duties of the Accounting Treasurer: maintain account balance; report balance at meetings; keep a record of all monetary transactions, including receipt of membership fees, reimbursements for items purchased, payment for rooms, supplies and equipment needed for any SDFSA activity or event; attend the A.S. Budget Meeting to get funds for the club; submit an annual report of receipts and expenditures with vouchers; and deliver a budget presentation to the A.S.

Skills required for the Accounting Treasurer: attention to detail, organization, money management, and excel-knowledgeable.

Fundraising Treasurer (2)

The Fundraising Treasurers' task includes planning for fundraising events; coming up with ideas for fundraising; organizing and supervising the fundraisers; keeping receipts of

all money spent and earned for fundraising; and turning all earned funds over to the Accounting Treasurer to be deposited to the SDFSFA bank account.

Skills required for the Fundraising Treasurers: innovation, creativity, organization, planning, persuasiveness, and enthusiasm.

Publicity (2)

The Publicity officers are responsible for promoting and representing SDFSFA to CSUN and the community. They design and distribute promotional flyers for meetings and events, and are in charge of recruiting members for the organization.

Specific Duties of the Publicity officers: to design and distribute flyers for the SDFSFA meetings and events; place flyers in faculty mailboxes; visit the Student Development Office to have them approve and distribute the flyers around campus; develop and deliver short presentations about SDFSFA in FCS and GE classes; recruit and train other officers and members to assist in giving these short presentations with the approval of the professors; coordinate with Vice-Presidents to design and make copies of programs for the symposiums; write and place ads in the Daily Sundial and/ or @CSUN and/or Red Hot News to publicize SDFSFA meetings and events; and make copies of various paperwork as requested by the President and Vice-Presidents. Before any flyer or other written communication is distributed, have the documents proofread by the Advisor or other designed reader.

Skills required for the Publicity officers: good understanding of spelling and grammar rules; working with graphic programs, such as MS Publisher; creativity; public speaking; teamwork; communication; and enthusiasm.

Editors (2)

The Editors' job is to design and publish two newsletters: one in the fall semester and one in the spring semester. The Editors must motivate people to submit original articles and recipes. In addition they must proofread and edit all submitted materials. The Editors must decide the content of the newsletter.

Specific Duties of the Editors: must set deadlines for submissions; remind officers to submit their autobiographical information; constantly remind both officers and members to submit their articles and/ or recipes; determine the content of the newsletters; edit all submitted materials accepted for publication, design one newsletter to print per semester; if necessary determine and award the "Editor's Award for Outstanding Article of the Year" at the end of the year.

Skills required for the Editors: working knowledge of MS Publisher; creativity; patience; persuasiveness; determination, excellent grammar and spelling, and an exceptional eye for detail.

Ways and Means (2)

The Ways and Means officers are in charge of contacting existing sponsors and securing new sponsors to provide donations to the organization. The sponsors may give in-kind and/or monetary donations. The in-kind donation will be raffled off at the symposiums. The Ways and Means officers will be in charge of the raffle at the symposiums.

Skills required for Ways and Means officers: persuasiveness, people skills, communications, organization, and some public speaking.

Historian (2)

The Historians' task is to take photographs of all SDFSA events, develop the photographs, and create a photo album documenting the activities of the SDFSA. The pictures may also be used for publicity, the newsletters, and as keepsakes for the board as the budget allows.

Skills required for the Historians: creativity, people skills, enthusiasm, and the ability to operate a camera.

FCS~CC (1)

The FCS~Coordinating Council Representative acts as the official liaison between SDFSA, other FCS clubs, and the American Dietetic Association. The FCS~CC attends the FCS~Coordinating Council meetings; sends emails to the board on behalf of other officers, including meeting and event reminders; represents SDFSA's interests in planning the Spring Banquet and other FCS events; and submits monthly reporting sheets on behalf of SDFSA to the American Dietetic Association Student Council.

Skills required for FCS-CC officer: communication, people skills, and enthusiasm.

Webmaster (1)

The Webmaster designs the SDFSA website, updates with upcoming events; posts new materials such as fliers on the website; updates the master calendar on the website with the upcoming events for the members; communicates with our professional organizations/other entities (ADA, CDA, LAD, IFT, SCIFTS, HHD, FCS, etc.) regarding posting SDFSA events/link on their websites; and creates the ballots for the elections at the end of the year. Officer can optionally serve two terms. Webmaster will be mindful of the next webmaster when making changes.

Skills required for Webmaster: computer file management, attention to detail, communication and organization skills, knowledge of Dreamweaver or willing to learn software.

Legislative Officer (1)

The Legislative officer is the liaison between SDFSA and all legislative issues, including local, State, Federal, and our professional organizations (ADA, CDA, LAD, CTC; IFT, SCIFTS, etc.). The Legislative officer keeps members informed about any and all legislative issues related to our professions; communicates with legislators on our behalf; circulates petitions, as needed; guides members to help us be informed, involved, and proactive in said matters.

Skills required for Legislative officer: informed of the legislative issues, communication, proactive, intuitive, and attentive.