

# Organization of the APUAF CA

## President

- Oversight of CA & APUAF activity
- Representation of APUAF for official business
- Collaboration in preparation for AGs
- Annual budget management and validation
- Leads team in new initiatives and proactive/reactive responses
- Collaboration & oversight with/of
  - External Outreach Coordinator
  - Industry representatives

## Secretary

- Management of official APUAF paperwork
- Checks APUAF email address, filters, files & passes messages on to others
- Collaboration in preparation for AGs
- Collaboration & oversight with/of
  - Recorder
  - Membership Coordinator
  - Webmaster
  - Event Coordinator
  - Committee Coordinator

## Treasurer

- Management of banking initiatives and paperwork
- Collaboration in preparation for AGs
- AR & AP
- Establishment of budget worksheets
- Tracking of budget to actuals
- Management of subscriptions (Allo Asso, Zoom, etc)

## Recorder

- Takes minutes in French at all CA and AG
- Submits minutes to Secretary for validation & publication
- Copy edits official communication as needed

## External Relations

- Outreach to local organizations (Fulbright, préfectures, ministères, etc) as needed
- Point person for communication with diplomatic corps (Embassy, Campus France, etc)
- Postings on SecussaL
- Act as delegate for other official outreach
- Generates social media content on Facebook, LinkedIn, etc
- Takes and collects pictures of APUAF events

# Organization of the APUAF CA

## Committee Coordinator

- Works with Committees on budget allocation and project focus
- Liaison between CA and committees
- Collects updates from committees and shares with CA & members

## Event Coordinator

- Coordinates AG event (space, food, PPTs, IT set up)
- Coordinates creation of event committees for ateliers, Directors' meetings, Voices, special events
- Supports set up and coordination for APUAF events
- Communicates agendas and sign up to members

## Membership Coordinator

- Tracks current members
- Coordinates membership drive with Treasurer
- Coordinates membership files and updates
- Collaboration & oversight with/of
  - Webmaster

## Industry Representatives

- EUASA representative (Loren Ringer & Julia Carnine)
- Forum representative (Carol Huber)

## Webmaster

- Manages web company
- Makes website updates
- Reports tech needs to the CA