



International Advisory Committee

900 Asp Ave | Oklahoma Memorial Union Room 386 | Norman, OK 73019
Phone: 817-715-4203 | Email: iac@ou.edu | ou.edu/iac | Facebook: IAC OU

International Advisory Committee Executive Committee Candidacy Application 2013-2014

President: The face of IAC, the President delegates tasks to other executive and sub-committee members. The President of IAC will conduct all general body and executive meetings, and will be the main point of contact for IAC. The President will be in charge of appointing non-elected positions. The President is required to serve one office hour a week and meet the faculty/staff advisor once a week.

Vice-President Internal: This VP Internal will focus on managing relations between the international student organizations that IAC facilitates. The VP internal will also be in charge of keeping track of attendance at all IAC General Body Meetings, and will perform the duties of the president in his/her absence. The VP internal is required to serve one office hour a week.

Vice-President External: The VP External focuses on connecting IAC with other organizations on campus. The VP External will look for opportunities for IAC to co-sponsor events that will benefit IAC and international students. The VP External is required to serve one office hour a week.

Public Affairs Chair: The Public Affairs Chair is in charge of all aspects of publicity for IAC events through: Chalking, posters (either making the posters or finding someone who can), managing the IAC Facebook, publicity booths, and any other tasks that publicize IAC events. The Public Affairs Chair is required to serve one office hour a week.

General Secretary: The Secretary of IAC must attend all meetings and take notes, which they then send out to all of the IAC members. The secretary is also in charge of managing the office space and documenting all IAC events for future generations. The secretary is requiring serving one office hour a week.

Treasurer: The treasurer manages the funds of IAC, and organizes the budget for IAC events. The treasurer will be responsible for managing fundraising and sponsorship. The treasurer can meet with the faculty/staff advisory if necessary and serve one office hour a week.

Special Events Chair: The Special Events chair organizes the committees, delegates tasks and leads IAC's special events, such as the Winter Ball, International Prom, Mr. and/or Miss International OU, etc. The Special Events Chair is required to serve one office hour a week.

Historian: The Historian of IAC is responsible for maintaining the website (iac.ou.edu), and will also create the program booklets for IAC events. The Historian is also responsible for taking and



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organizing photos of IAC events. The Historian shall serve one office hour a week.

Sub-Committee Chair: The Sub-Committee Chair will be responsible for managing the Sub-Committee of IAC, and will be the bridge between the Executive Committee and the Sub-Committee, and will also collaborate with the Core-Volunteers Chair. The Sub-Committee Chair will manage the applications for Sub-Committee for the fall and spring semesters, if the Sub-C Chair cannot do this, the VP Internal will take over this responsibility. The Sub-Committee Chair will conduct all Sub-Committee meetings and delegate tasks to the Sub-C members. The Sub-Committee Chair is required to serve one office hour a week.

Task-Force Chair: The Task-Force Chair will be responsible for managing task force and conducting meetings with its members. The Task-Force Chair must complete one office hour a week.

Core-Volunteers Chair: The Core-Volunteers is the newest branch in IAC. The Core-Volunteers Chair will be responsible for managing and recruiting volunteers to help out with the events of the International Student Organizations that are registered with IAC. The Core-Volunteers Chair will also collaborate with the Sub-Committee Chair when needed; the Core-Volunteer is NOT required to serve office hours.