

# Illinois State Student Anthropologist Association- ISSAA

**Position title:**

Executive Officer of the Executive Board

**Reports to:** President of the Executive Board

**Elected by:** Board vote

**Term:** 1 academic year starting at Rites of Passage

**Level:** Officer

**Summary**

The function of the EO is to lead in the daily and functional operations for the board. As the only officer not selected by popular vote they have the distinct responsibility of leading the elections system, aid in officer recruiting and oversee the board. Also tasked with presiding over any event that cannot be led by either the President or Vice President.

**Qualifications:**

- Student of Illinois State University
- Anthropology undergraduate/ graduate student
- Plan to be enrolled within the university for a full academic year
- Must be in good academic and disciplinary standing with the University
- Have the ability to attend no less than 2/3rds of the bimonthly general and Executive Board meetings

**Primary responsibilities**

- I. Attend weekly Board Meetings
- II. Attend bimonthly general meetings
- III. Adhere to the Constitution and the Mission Statement
- IV. Record official minutes of executive board meetings, Committee meetings and events
- V. Manage and communicate via Listserv
- VI. Manage a connection with the university International House
- VII. Manage the ISSAA Website content
- VIII. Give weekly updates every Monday to be sent to the LISTSERV
- IX. Give out the Presidential Agenda via email to the Executive Board prior to the Executive Board Weekly meeting
- X. Responsible for other duties delegated by the President, Vice-President, or Advisor
- XI. Hold 1 office hour per week

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