FRIENDS OF GRAPHIC DESIGN STUDENT GROUP
DETAILED DESCRIPTIONS OF OFFICER POSITIONS & DUTIES, 2010-2011 SCHOOL YEAR

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REQUIREMENTS OF ALL STUDENT OFFICERS:

- Attend regular meetings with Friends of Graphic Design student officers.
- Attend at least one meeting a month with all Friends of Graphic Design student members.
- Attend two SALP Leadership Training Sessions, one incoming and one outgoing.
- Regularly attend lectures and field trips.
- Participate in quarterly reviews of progress and quality of service. Review fellow officers and be subject to review by fellow officers and student group members by survey.
- Sign up for one green-room cleaning shift a month (thus once a week it will be cleaned). Remove old posters, organize magazines and books, recycle scraps, take out trash.
- Organize one workshop over the course of the school year. Coordinate with faculty or art/design professionals to come into PSU and offer a relevant workshop. Topics should be run by the rest of the group, and in the fall officers will sign up for what month their workshop will occur so as not to overlap too much. (Ideas include: silkscreening, bookbinding, photography, handmade type, calligraphy, zine making, etc.)

All incoming student officers will be expected to sign a contract agreeing to complete their duties. Should the officer be determined unfit, by vote of fellow students, to perform his or her duties, student will be removed from office and a replacement sought immediately. The remaining student officers will determine the best way to proceed: whether an election or an appointment. Sorry to get all official about it, but we're for real!

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ELECTIONS DETAILS:

Officer Positions are open to all members of Friends of Graphic Design. As positons become available, notices will be posted online at www.friendsofgraphicdesign.org as well as on the group board in the Art Annex at PSU. The deadline for applications will be posted at that time, as well as a timeline for the elections.

Elections will be held online, and will be open only to members of Friends of Graphic Design who are currently enrolled in classes at PSU. Though the ballots will remain secret, a valid pdx.edu email address will be required to cast a vote, so as to discourage double voting.

Director position: Priority will be given to candidates who have previously held an officer position in Friends of Graphic Design. If no such student exists, position will open up to all interested parties.

Should two current officers wish to vie for the director position, there will be an initial election held among student group members for the position of director only. Once a director has been elected, another election will be held for the three remaining positions. If the officer who didn't win the director election wishes to run for another position, they can.

Students holding officer positions are eligible for Student Leader Awards, and will be updated as to the particulars upon election to office.

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PROGRAMMING COORDINATOR

This student is responsible for identifying individuals, groups, and locations relevant to the interests and mission of Friends of Graphic Design, and organizing lectures or field trips or other events incorporating outside entities for Friends of Graphic Design Students. This student will open lines of communication and develop relationships with local artists and designers. Programming with no cost will be sought when possible, but when cost is required for events, this student will work closely with the Budget Guru to obtain funds for events.

Position Requirements:

Attend regular meetings with Friends of Graphic Design student officers.

Attend regular meetings with Friends of Graphic Design student members.

Attend two SALP Leadership Training Sessions, one incoming and one outgoing.

Solicit input from all students on what types of programming they'd like to see.

Accurately and positively represent Friends of Graphic Design in all communications with the outside world.

Organize at least two events per month (scale of the events can vary)

Coordinate catering, food waiver forms, room reservations, AV reservations, and Vendor Payment with the Budget Guru.

Plan ahead to offer a wide variety of programming that will interest all students.