

## **Leadership Roles and Responsibilities:**

**President** – Sets the Agenda; Motivates and Inspires all of us to do Community Service; represents the CS team. Takes responsibility and oversee the other roles' responsibilities. Also responsible for making decisions regarding attendance. As President of the cabinet, you are in charge of coordinating activities for all groups, leading in weekly leadership meetings, arranging the production of CS merchandise, planning fundraising events and carrying out big projects.

(You are to motivate the entirety of the team to focus towards accomplishing long-term projects with long-lasting benefits for societies in need. Having this goal in mind, you are to initiate / carry out the extensive projects intended to go further than just around the community around ISM and the Yangon region. You are in charge of coordinating the activities and functions of the 8 different sub-groups with various visions and different areas of focuses. You will also lead in arranging whole CS events such as the annual Community Service Fair - an educational awareness and entertainment fair and other fund-raising / awareness events that are free to be created by you and the team.)

**Vice-president** – Supports the President in any way they can; Fills in for the President when the president isn't available. The vice president helps the President by keeping him/her informed about the different activities that the group is undertaking. Also responsible for making decisions regarding attendance.

*\*Vice president should not be a senior as he or she is meant to become the President in the following year. The vice president is most familiar with the functions of this specific charity organization. As he or she has worked most closely with the president, he or she will know how to run meetings, organize events, and perform other duties in the following year.*

**Treasurer** – Takes care of the money and is in charge of making and constantly updating spreadsheets; Makes a report at our club meetings; Focuses on Transparency; Shares information with the Webmaster; Creates a graph or chart to see the growth of the group. Publishes information about donations on Website.

**Secretary** – Keeps track of our meeting minutes; works with the Webmaster to share the minutes with everyone on the Google Group. Manage the attendance and keep track of absences.

**Website Manager:** Works on the website, facebook page, and google drive accounts. Does not need to be present at all meetings but it is mandatory to come on days when he or she is responsible for collecting data.

**Public Relations Manager:** communicates key information to all the members in the group. Promotes all events planned by Community Service and help contact personnels related to events and trips. In charge of the logistics concerning merchandises.