

## **AFA Leadership Positions**

### **President:**

**General duties and responsibilities:** Attend all AFA Officer Meetings and as many AFA Events as possible. Make sure all AFA dealings, events, meetings, and happenings pertain to mission statement. Make Executive Decisions when a consensus between the AFA officers cannot be met. Delegate tasks to AFA Officer when need be and Govern the AFA Officers. Govern and Maintain the [afa@asu.edu](mailto:afa@asu.edu), and [info@asufilm.com](mailto:info@asufilm.com) email accounts. Maintain a Friendly and inviting atmosphere in the AFA and take action when this is not being met. Share fiscal responsibilities with VP. Meet with Faculty Advisor on a weekly basis to discuss AFA business and events.

### **Vice President:**

**General duties and responsibilities:** Attend all AFA Officer Meetings and as many AFA Events as possible. Assist the President in Making Executive Decisions in regards to the AFA. Assist president in governing the AFA officers and hold them responsible for their general duties and responsibilities as stated by the president and/or this constitution. Keep, take, and maintain records of all financial happenings within the AFA. Share Fiscal Responsibilities with the President. Meet with Faculty Advisor on a weekly basis to discuss AFA business and events.

### **Treasurer:**

**General duties and responsibilities:** Attend all AFA Office Meetings and as many AFA Events as possible. Work with the President and Vice President to create a budget and keep the Association's finances in positive order. Lead the Association in fundraising and maintain records of dues paid.

### **Networking Director:**

**General duties and responsibilities:** Attend all AFA officer Meetings and AFA Networking events as well as attend as many AFA events as possible. Organize academic networking such as guest speakers, etc. maintains Myspace and Facebook accounts. Actively search for internship and job opportunities for AFA members. Maintain contact with AFA Alumni from both FMS and FMP Concentrations.

### **Membership Director:**

**General duties and responsibilities:** Attend all AFA Officers Meetings as well as attend as many AFA events as possible.. Maintain membership database and handle all issues in regards to membership. Work with on Membership recruitment campaigns.

### **Events Director:**

**General duties and responsibilities:** attend all AFA officer meetings and AFA Social and Film Events as well as attend as many AFA events as possible.. Organizes AFA social and film events such as screenings, retreats, parties. Makes sure that each subcommittee for events has at least one officer on it.

**Production Director:**

**General duties and responsibilities: Attend all AFA Officers meetings. Organize film student peer workshops. Organize Studio Orientation with Studio Manager. Maintain a working knowledge of all film production and events going on in, on, and around the ASU campus as well as be the primary contact person for student productions/screenings/events.**

**Qualifications for each office:**

**President:**

**He/She must be an AFA member for at least one full year. Must be of academic Junior or Senior status. Must be currently enrolled at ASU in at least 1 credit our as either a graduate or undergraduate. Must maintain a GPA of 2.0. Must have and maintain a membership in good standing.**

**Vice President:**

**He/She must be an AFA member for at least one full year. Must be of academic Junior or Senior status. Must be currently enrolled at ASU in at least 1 credit our as either a graduate or undergraduate. Must maintain a GPA of 2.0. Must have and maintain a membership in good standing.**

**Treasurer:**

**Must be currently enrolled at ASU in at least 1 credit our as either a graduate or undergraduate. Must maintain a GPA of 2.0. Must have and maintain a membership in good standing.**

**Networking Director:**

**Must be currently enrolled at ASU in at least 1 credit our as either a graduate or undergraduate. Must maintain a GPA of 2.0. Must have and maintain a membership in good standing.**

**Events Director:**

**Must be currently enrolled at ASU in at least 1 credit our as either a graduate or undergraduate. Must maintain a GPA of 2.0. Must have and maintain a membership in good standing.**

**Production Director:**

**Must be currently enrolled at ASU in at least 1 credit our as either a graduate or undergraduate. Must maintain a GPA of 2.0. Must have and maintain a membership in good standing.**

**Membership**

**Must be currently enrolled at ASU in at least 1 credit our as either a graduate or undergraduate. Must maintain a GPA of 2.0. Must have and maintain a membership in good standing.**

**Term of office for each office shall be one year. From June 1<sup>st</sup> to May 31<sup>st</sup>.**