

# WAFCS Student Unit Officer Job Descriptions

There are 4 student unit officer positions: President, Vice President, Secretary, and Outreach Coordinator. Any university student who is a member of WAFCS is eligible to apply.

## Officer Responsibilities

### President

- Mandatory membership in AAFCS
- Chair of the student executive board
- Mandatory participation in WAFCS Spring Conference
- Highly suggested participation in AAFCS National Conference
- Organize and preside over annual student unit meetings
- Organize annual WAFCS student social
- Participates in the Betty Lamp Lighting Ceremony at the state meeting
- Locate a monetary sponsor or exhibitor for the state conference or present/find a presenter

### Vice President

- Mandatory membership in AAFCS
- Mandatory participation in WAFCS Spring Conference
- Highly suggested participation in AAFCS National Conference
- Prepare the Betty Lamp Lighting Ceremony at the state meeting
- Organize and distribute forms for the state officer elections
- Organize student activities
- Locate a monetary sponsor or exhibitor for the state conference or present/find a presenter

### Secretary

- Mandatory membership in AAFCS
- Mandatory participation in WAFCS Spring Conference
- Highly suggested participation in AAFCS National Conference
- Maintain accurate records of activities
- Locate a monetary sponsor or exhibitor for the state conference or present/find a presenter

### Outreach Coordinator

- Mandatory membership in AAFCS
- Mandatory participation in WAFCS Spring Conference
- Highly suggested participation in AAFCS National Conference
- Locate a monetary sponsor or exhibitor for the state conference or present/find a presenter
- Write articles for WAFCS newsletters
- Write posts for WAFCS Instagram and Facebook accounts

- ★ One representative from UW Stout will chair the student unit fall conference on **odd** years
- ★ One representative from UW Stevens Point will chair the student unit fall conference on **even** years