

PROJECT
at the meeting of the
Council of RSU Student Union
on 17 February 2021,
Minutes No. __

RSU International Student Association (ISA) Job Description
Vice - President

In the absence of the President, the Vice-President is taking over the duties of the President. The Vice - President shall act in the interests of all international students of RSU, shall follow the university's news, regulatory enactments, report on changes there, as well as advise students on various issues within the scope of his or her competence.

Main Job Responsibilities:

1. Serve as the Co-chief executive officer of the organization, shall preside at all meetings of the organization and shall prepare the agenda for meetings together with the President.
2. Be the official spokesperson of the organization, representing the policies, views, and opinions of the organization in its relations with the campus and community at large in the absence of the president.
3. Be responsible for the general management of ISA and coordination of the Executive Board, as well as share the responsibility of their tasks together with the president.
4. Prepare preliminary agendas for face to face meetings and chair them. Present an official annual report regarding the activities to the General Assembly in the absence of the president.
5. Together with the President represent ISA towards External Relations.
6. Is co-responsible for the financial stability of the organization together with the Treasurer.
7. Appoint one member of the board to document the board meeting in a protocol and be responsible for making it available to all board members, the person in charge may vary each board meeting in the absence of the president.

Additional obligations:

1. To know the structure and operational goals of RSU, RSU Student Union (hereinafter - RSU SU) and ISA.
2. To promote positive recognition and attitude of ISA amongst students, faculties, administrations and non-RSU parties.
3. Perform duties according to the developmental goals of ISA.
4. Get acquainted with ISA statutes, hierarchical orders, RSU Constitution, and act in accordance with them.
5. Organize and participate in the development and maintenance of ISA, as well as in the implementation of quality policy.
6. To attend board meetings and actively participate in the decision-making process.
7. Handle the allocated resources responsibly and prudently.
8. Submit monthly reports on work progress during the past month to the RSU SU Council.

Responsibility:

1. Comply with the ISA statutes, hierarchy and internal rules.

2. To ensure that duties are fulfilled in a timely manner and are of high quality.
3. To know the consequences of not fulfilling his/her responsibilities.
4. Achieving the developmental goals set by ISA.
5. Not to spread confidential and other information, that may harm ISA.
6. To preserve and not damage entrusted materials.

Rights:

1. To have fair, safe and healthy working conditions
2. To request the ISA Board to suspend the decision if it is in conflict with the ISA legislation
3. Receive materials and technical support for the performance of their duties
4. To manage the money and technical resources allocated by the Council
5. Request information from RSU SU members, ISA board members, as well as representatives of other RSU organizations, which are necessary for the performance of duties

RSU SU chairperson of the board _____ //

RSU ISA Vice-President_____ //