
Q&A with ISSA Officers



President

- Communicates with fellow ISSA officers, SGA, and Student Orgs
- Recruits new members and officers
- Explore and share history of ISSA
- Facilitates contact between industry professionals and group
 - Communicate through gmail
- Helps organize events for the semester
 - Officer Meetings
 - Guest Speakers
 - Alumni
 - GBMs

Vice President of Communications

- Manages social media accounts (myUMBC, Instagram, Facebook)
 - Generates posts through the use of canva
 - Makes announcements and reminders
- Interacts with members through chat channels (Discord, GroupMe)
 - Answers questions/comments
 - Directs members to resources for events
 - Creates polls
 - Ensures a safe and comfortable environment
- Exchange information with guest speakers through email
 - Meeting times, meeting links, directions for meeting place, needed preparations for the event, and more!

Secretary

- Create Google Calendar events for Officer Meetings and GBMs
 - Webex
 - Free hour days: Monday, Wednesday, or Friday
 - Remind officers about EBMs through GroupMe and Gmail
 - Retrieve notes from President beforehand
- Record notes in Google Docs for events
 - Place in corresponding folders (Fall 2022 Officer Meetings OR Webinar Meetings)
 - Guest speaker contact information
- 25Live Scheduler
 - Collaborate with VP of Operations
 - Used to book rooms for GBMs

Executive Vice President

- Collaborate with officers for events, team planning
- Float to different board members to assist with different tasks they are working on
- Serve as the representative for the ISSA in the president's absence or incapacity
- Assist the President in brainstorming and coordinating events that interest our members
- Network with professionals in order to bring guest speakers or alumni to speak at our events

Treasurer

- Collaborate with officers to plan events for the semester
- Attend treasurer training events held by Student Orgs
- Manage and organize budget for the academic year
- Authorize RESGAF and Reimbursement forms
- Be available to request funds from SGA
- Design merchandise while ensuring compliance with campus and SGA regulations

Vice President of Operations

- Collaborate with ISSA Officers to plan and organize events for general body members
- Complete 25Live training at the beginning of the school year and consistently use the scheduling system to reserve rooms for events
- Communicate with potential guest speakers
- Ensure planned events are run smoothly and that the organization is providing events that interest members