The duties of **President** include:

* Developing vision for and execution of future events, budget strategy, and recruiting
* Collaborating with other officers to ensure smooth operations of the club
* Engaging with Student Events Office and Student Government Association
* Acting as the line of communication between club and club advisor
* Signing official paperwork
* Leading officer meetings
* Other duties as necessary

The duties of **Vice President** include:

* Assisting in the development of future events, budget strategy, and recruiting
* Assisting with collaboration with other officers to ensure operations of the club
* Serving as Acting President in the absence of President
* Other duties as assigned

The duties of **Chief of Staff** include:

* Collaborating with the President to delegate duties to officers
* Following up with officers on special projects and institute deadlines/organization
* Responsible for documenting standard operating procedures
* Serving as Acting President in the absence of President and Vice-President
* Other duties as assigned

The duties of **Secretary** include:

* Recording minutes at officer meetings
* Liaising with other groups on campus
* Engaging with Student Events Office
* Maintaining club mailing list and Google calendar
* Assisting Chief of Staff in documents standard operating procedure
* Other duties as assigned

The positions of Treasurer include:

* **Current Events Treasurer** (responsible for managing funds for the current semester, ensuring compliance with all financial rules and guidelines established by UMBC, completing fundraising endeavors as detailed by Planning Treasurer, and providing regular updates at office meetings)
* **Planning Treasurer** (responsible for projecting budgetary needs for future events and activities, integrating visions of Event Coordinators into future budgets, planning future fundraising events, and providing updates at officer meetings when necessary)

*Both Treasurers must undergo Treasurer Training in accordance with UMBC regulations.*

The positions of Event Coordinator include:

* **Catering Coordinator** (responsible for selecting, coordinating, and finalizing contracts with food providers for events deemed necessary)
* **Decorator** (responsible for conceptualizing, designing, acquiring, and implementing themes, decor, and layout for events deemed necessary, and maintaining club inventory)
* **Performance Coordinator** (responsible for selecting, coordinating, and finalizing contracts with performers--both within and separate from UMBC--for events deemed necessary)
* **Reservation Coordinator** (responsible for coordinating with senior officers to determine logistical needs for upcoming events, reserving any equipment or logistics necessary with appropriate UMBC authorities, and serving as a 25Live Scheduler)

*All Event Coordinators must be committed to completing and submitting their assigned tasks to the responsible parties within the allotted time frame agreed upon for each event.*

The positions of Outreach Coordinator include:

* **Social Media Coordinator** (responsible for maintenance of Russian Club UMBC social media on Instagram, Facebook, and Twitter by promoting upcoming events and maintaining a presence by posting about meetings, past events, or Russian history/culture at least once a week)
* **UMBC Coordinator** (responsible for maintaining Russian Club myUMBC page with upcoming events, coordinating promotions, and other UMBC outreach events [ex. fundraisers, events, etc.])

*Both Outreach Coordinators must be committed to posting with professionalism on media platforms and ensuring that Russian Club’s public appearance is upstanding.*