Role of the AICA Representative

Culturally-based organizations that obtain membership in AICA must designate a representative who will carry out the following responsibilities:

Expectations/Duties

- The term of a representative is one semester, fall or spring.

- AICA representatives are expected to attend a summer and winter orientation for AICA representative leadership training.

- Once a group has obtained membership in AICA, representatives are expected to maintain active status as outlined in article II, section 3 of the AICA by-laws.

- AICA representatives are expected to attend General Council meetings which are held on Thursdays, 3:00pm – 5:00pm, in TSU, Gabrielino.

- AICA representatives will receive an AICA binder at the start of the fall semester. This binder will include copies of the by-laws, presentation guidelines, funding allocation procedures, and other pertinent policy information. AICA representatives are expected to familiarize themselves with all of the materials. AICA representatives must return their binders at the end of the spring semester.

- AICA representatives are expected to participate in discussions, activities, and to provide feedback during the General Meetings.

- AICA representatives are expected to share information from the General Council meetings with members of their organizations. Exchange of information is a crucial responsibility of the AICA representative.

- Once a semester, each AICA member organization is expected to conduct a Cultural Presentation (see guidelines for details). The AICA representative is expected to either conduct this presentation or make arrangements for a member of his/her club to conduct the cultural presentation.

- AICA representatives are expected to attend at least 2 Finance Committee meetings per semester. Serving as a responsible steward of AICA funds is another critical duty of the AICA representative.
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- AICA representatives are expected to attend at least two programs/activities of member organizations and to complete and submit an evaluation of those programs/activities per semester.

- AICA representatives are expected to actively participate and attend AICA-sponsored events including Rally Against Hate and other activities that occur over fall and spring semesters.

- **AICA representatives are responsible for leadership transition.** It is their duty to discuss duties and responsibilities with the new, incoming AICA representative.

- AICA representatives are expected to consult with members of the executive board and the advisors regarding any questions or concerns related to the aforementioned responsibilities.

AICA Representative Duties and Responsibilities Check-List:

- Membership Renewal
- General Meetings (weekly)
- Cultural Presentations (1 per semester)
- Finance Committee (2 meetings per semester)
- Submission of one Self-Evaluation for each of its AICA-funded programs
- Attendance to at least 2 programs coordinated by AICA member organizations and submission of 2 program evaluations (per semester)
- Active participation in AICA events
- Information exchange and leadership transition support

**PLEASE NOTE:**

- AICA Representatives who neglect their duties and responsibilities may have their membership revoked.

- Interpretation, application, and enforcement of the by-laws fall under the discretion of the AICA Executive Board. Every effort will be made to maintain consistency and fairness.

For further clarification, please schedule a meeting with either the AICA administrative chair or the advisors.
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