

# Executive Committee Position Descriptions

All applicants for the position need to ensure that they understand the role well. If you have any questions, you can ask current or former members (their contact information is available on our website).

## President

The **president** is in charge of the general management of the association, supervise Executive Committee Members, communicate and liaise with the IOA and other organizations as well as represent the IOAPA whenever possible.

More details about duties:

- Responsible for the general management of the organisation, including but not limited to:
- Communicate and liaise with the IOA and other organizations
- Represent the IOAPA whenever possible
- Supervise the Executive Committee members
- Determine the methods for effective communication of the EC
- Set the agenda and timetable for periodic EC meetings, and the method of conducting the meetings
- Oversee financial management with the Treasurer
- Promote and drive memberships
- Appoint a chair of the Hans van Haute Scholarship Committee and select an EC member to serve as liaison with the chair.
- Ensure that an EC member or other appointee is present at each official session of the IOA to make the IOAPA PowerPoint presentation and encourage new memberships

## Vice President

The **vice president** supports the President in all tasks. The VP may be called upon to represent the IOAPA when the President is unavailable.

More details about duties:

- Organize the IOAPA Online session, including the General Assembly and EC Elections, guest speakers and member presentations
- Organize the Biennial Session in Ancient Olympia: determine a theme, set the programmer, secure guest speakers, member presentations and extracurricular activities
- Manage and organize all documents pertaining to the sessions in order to produce the official reports of the sessions

## Secretary

The **secretary** organises the Executive Committee meetings, keeping an archive of the minutes, occasionally supporting the President and Vice-President in their tasks and assisting the Finance Committee and Treasurer.

More details about duties:

- Clerical administration of association documents
- Oversee the Shared Drive and organize the folders and files of the association
- Organize the Executive Committee meetings at the direction of the President
- Take minutes of the meetings and archive such minutes in the Shared Drive
- Support the President and Vice President in their tasks
- Assist the Treasurer and Finance Committee
- Work closely with the Internet Coordinator to set up session and reunion registrations and dissemination of information to members

## Treasurer

The **treasurer** is responsible for the association's finances,

More details about duties:

- Generally responsible for the association's finances
- Accepting payments for membership subscriptions and session fees
- Execute payment of all invoices associated with official sessions and reunions
- Provide income/expense report to the EC twice a year
- Ensure secondary signatory on any IOAPA account
- Provide secondary emergency contact information

## Newsletter Editor

The **Newsletter Editor** is responsible for the creation of the newsletter and arete of the IOAPA.

More details about duties:

- Prepare and release one Arete Edition per 3-4 months
- Liaise with IOAPA members and other collaborators for articles and updates on their area of responsibility
- Ensure IOAPA's presence in the IOA Journal and other pertinent publications

## Internet Coordinator

The **Internet Coordinator** is responsible for the promotion of IOAPA and all action on social media, website and emailing.

More details about duties:

- Ensure a dynamic online presence
- Renovate and update IOAPA's website as needed
- Ensure Website is User Friendly and functional
- Monitor all Social Media channels working closely with other EC members for content
- Collaborate with the secretary to update the database and mailing list, send emails to members regarding IOAPA activities, and set up registrations for sessions and reunions

## IOA Liaison

The **IOA Liaison** is the link between the IOA and the IOAPA. He or She should have a close relation with the team of IOA.

More details about duties:

- A close relationship with the IOA is necessary
- Responsible for communication with the IOA
- Support the Vice President in the organization of the session in Olympia
- Obtain participant list from the different IOA Sessions,
- Work in close relation with the president, vice president and marketing officer to promote IOAPA.



## Marketing Officer

The **Marketing Officer** is responsible to build the marketing strategy of IOAPA, find partners and sponsors.

More details about duties:

- Create content and materials to help promote IOAPA.
- Develop ideas to use the IOAPA Logo for member gift items to be distributed during official sessions and reunions
- Update the IOAPA promotional PowerPoint Presentation with current photos and information
- Create marketing campaign to increase memberships

## Head Of country Coordinators

The **Head of Country Coordinators** is responsible to coordinate the network of country coordinators, to select them and manage the group.

More details about duties:

- Organize a network of country representatives
- Oversee the selection of an active IOAPA representative in as many countries as possible
- Motivate county representatives to keep an IOA network in their countries
- Keep past IOA participants active and connected
- Encourage new membership in IOAPA through country representatives
- Source content for Arete Newsletter
- Promote IOAPA initiatives through the network



## Research Coordinator

The **Research Coordinator** is responsible to coordinate and organise research by the members of IOAPA.

More details about duties:

- Find academic or other relevant information for members including conferences, webinars, calls for papers, academic and job opportunities, etc.
- Organize such information and work with the Internet Coordinator and Newsletter Editor to publish the information for members
- Liaise with partners and collaborate on initiatives beneficial to both organizations