President

1. **President or Co-Presidents:** The role of the president is to support Chapter members, LIA officers and committees chairs.

   A. The president is the representative of the Chapter to the college or university.

   B. The president with the Chapter Advisor to provide for the needs of Chapter members.

   C. The president may delegate responsibilities to other officers and committee chairs but is still responsible to make sure all initiatives are carried through to their end.

   D. The president drives the vision for the Chapter for the year.

   E. Works with the Chapter advisor and leadership team to set goals and priorities for the year.

   F. Exemplifies the values and mission of the Latinos In Action organization and serves as a role model to Chapter members and others.

   G. Ensures that the Chapter remains in compliance with the LIA College Chapter policies and procedures.

   H. Oversees, directs, and supports the work of the chapter.

   I. Holds the power of final decision on all Chapter initiatives, in accordance with LIA College Chapter policies and procedures.

   J. Supports committee chairs by providing direction, encouragement, and resources.

       (1) With the leadership team, can create new committees as necessary to carry out the work of the Chapter.

   K. Facilitates a leadership team meeting at least once per month.

   L. Facilitates Chapter meetings and ensures there are clear next steps after each meeting.

       (1) Decides how often and where the Chapter will meet.

       (2) Announces when and where Chapter meetings will be held.

       (3) Sets the agenda for Chapter meetings.

   M. Delegates responsibilities as necessary.
Vice President

1. **Vice President**: The role of the Vice President is to support the President, Chapter members, LIA officers, and committee chairs.
   
   A. Supports the president in overseeing and supporting the work of the Chapter.
   B. Supports the president in final decisions.
   C. Works with the leadership team to set goals and priorities for the year.
   D. Exemplifies the values and mission of the Latinos In Action organization and serves as a role model to Chapter members and others.
   E. Supports committee chair(s) and members by providing direction, encouragement, and resources as directed by the president.
   F. Facilitates Chapter leadership and general membership meetings when the President cannot attend.
   G. Carries out all responsibilities assigned as requested by the president.
   H. Delegates responsibilities as necessary and as approved by the president.
Secretary

1. **Secretary**: The role of the secretary is to manage all communication for the chapter, including, but not limited to the following:
   
   A. Supports the president in final decisions.
   
   B. Works with the leadership team to set goals and priorities for the year.
   
   C. Exemplifies the values and mission of the Latinos In Action organization and serves as a role model to Chapter members and others.
   
   D. Sends meeting reminders for LIA officer meetings, chapter meetings, and activities and events.
   
   E. Takes minutes in leadership and chapter meetings and uploads them to the Chapter folder made accessible by Latinos In Action.
      
      (1) Meeting notes shall be uploaded within two days of the leadership and Chapter meetings.
   
   F. Manages the Chapter calendar that is shared automatically to the online shared Chapter calendar.
   
   G. Creates and distributes marketing materials for meetings and events.
   
   H. Tracks meeting attendance and records assignments made to Chapter members for accountability purposes.
   
   I. Delegates responsibilities as necessary and as approved by the president.
2. **Treasurer**: The role of the treasurer is to manage the Chapter budget.

   A. Supports the president in final decisions.
   B. Works with the leadership team to set goals and priorities for the year.
   C. Exemplifies the values and mission of the Latinos In Action organization and serves as a role model to Chapter members and others.
   D. Maintains the Chapter Budget spreadsheet in the Chapter Drive folder to track incoming funds and expenditures.
   E. With the leadership team, oversees fundraising activities and leads out on preparing fundraising proposals.
   F. Prepares and submits financial reports to the leadership team.
   G. Prepares and submits a year-end financial report to the President.
   A. Delegates responsibilities as necessary and as approved by the president.
**Historian**

1. **Historian**: The role of the historian is to document all Chapter activity.
   
   A. Supports the president in final decisions.
   
   B. Works with the leadership team to set goals and priorities for the year.
   
   C. Exemplifies the values and mission of the Latinos In Action organization and serves as a role model to Chapter members and others.
   
   D. Manages the Chapter's social media accounts.
      
      (1) Takes pictures at Chapter meetings, events, and activities.
      
      (2) Gathers and compiles stories from Chapter members.
      
      (3) Tags the LIA social media accounts on social media posts for sharing broader distribution and sharing.
   
   E. Prepares a year-end summary of Chapter activities, events, and note-worthy happenings.
   
   F. Delegates responsibilities as necessary and as approved by the president.
To accomplish the work of the Chapter, committees are set up and run by Chairs appointed by the President. Committee members are then selected by the Chairs. Committees should be set up for Service, Social, and Professional Development and Mentoring. Additional Chairs and committees can be created as necessary.

**Service Chair**

2. **Service Chair:** The role of the Service Chair is to plan and implement service activities for the Chapter. This will help members know the value of service in their growth as leaders and will establish the LIA College Chapter as a leader on campus and in the greater community. The Service Chair:
   
   A. Supports the president in final decisions.
   
   B. Works with the leadership team to set goals and priorities for the year.
   
   C. Exemplifies the values and mission of the Latinos In Action organization and serves as a role model to Chapter members and others.
   
   D. Recruits members from the Chapter to serve on the Service Committee.
   
   E. Proposes activities and events to the President and the leadership team.
   
   F. Will be primarily responsible to plan and organize community service for the LIA National Day of Service to be held on Martin Luther King day each year.
      
      (1) Consult with Historian to determine use of social media.
      
      (2) May consider communication with other Chapters to coordinate.
   
   G. Facilitates meetings with committee members for planning and organizing.
   
   H. Delegates assignments to committee members to bring activities and events to fruition.
   
   I. Considers a variety of activities and asks for ideas from Chapter members to help reach a broad range of members.
   
   J. Is responsible for all details and planning to perform service in the community.
   
   K. Consults with the Treasurer to request funding as necessary.
   
   L. Works with the Historian and Secretary to communicate information about activities and events.
   
   M. Is encouraged to invite other clubs or organizations on campus to participate in service related activities where appropriate.

**Social Chair**

1. **Social Chair:** The role of the Social Chair is to plan and implement social activities for all chapter members with a goal to create a feeling of famiLIA. The Social Chair:
   
   A. Supports the president in final decisions.
   
   B. Works with the leadership team to set goals and priorities for the year.
C. Exemplifies the values and mission of the Latinos In Action organization and serves as a role model to Chapter members and others.

D. Recruits members for the Chapter to serve on the Social Committee.

E. Proposes activities and events to the President and the leadership team.

F. Delegates assignments to committee members to bring activities and events to fruition. Considers a variety of activities and asks for ideas from Chapter members to reach a broad range of members.

G. Facilitates meetings with committee members for planning and organizing. Is responsible for all details and planning to carry out planned activities.

H. Works with the Historian and Secretary to communicate information about activities and events.

I. Is encouraged to invite other clubs or organizations on campus to participate in service related activities where appropriate.

**Professional Development Chair**

1. **Professional Development Chair**: The role of the Professional Development Chair is to plan and implement activities that will help members learn more about and interact with professionals from their chosen field of study. The Social Chair:

   A. Supports the president in final decisions.

   B. Works with the leadership team to set goals and priorities for the year.

   C. Exemplifies the values and mission of the Latinos In Action organization and serves as a role model to Chapter members and others.

   D. Recruits members from the Chapter to serve on the Professional Development Committee.

   E. Invites professionals from a wide variety of backgrounds and careers to speak at a Chapter meeting.

      (1) Visiting professionals should visit at least once per month. Visitors are encouraged more often as appropriate.

      (2) LIA will help identify professionals interested in visiting a Chapter meeting.

   F. Proposes activities and events to the President and the leadership team.

   G. Delegates assignments to committee members to bring activities and events to fruition.

   H. Plans and organizes the Networking Mixer to be held in the spring.

      (1) Consults with LIA to recruit professionals to attend the Networking Mixer.

      (2) LIA will conduct a networking training prior to the event.
Mentoring Chair

A major concern for our students is ensuring that each has the best opportunity to succeed in college and continue on to a career. To help students make the transition from high school to college, Chapter membership will participate in a peer mentoring program. The goal of the mentoring program is to ensure that all LIA Chapter students will be in good standing at the end of their first year.

LIA will provide training on the mentoring program to the Mentoring Chair and Chapter leadership. The Mentoring Chair will then train assigned student mentors.

The LIA mentoring program matches first-year students with a student mentor from the chapter who will check in with them on a regular basis. That student mentor will then report back to the Mentoring Chair who will consult with Chapter leadership and the Chapter Advisor as necessary to discuss how best to serve students’ needs. The student mentor will relay information from Chapter leadership to the first-year student and will also make sure to invite their assigned student(s) to LIA Chapter meetings.

2. **Mentoring Chair**: The role of the mentoring chair is to implement and oversee The Mentoring Program so that each first-year LIA student has the support and resources necessary to transition successfully to college.
   
   A. Supports the president in final decisions.
   B. Works with the leadership team to set goals and priorities for the year.
   C. Exemplifies the values and mission of the Latinos In Action organization and serves as a role model to Chapter members and others.
   D. Recruits members from the Chapter to serve on the Mentoring Committee.
   E. Assigns mentors from Chapter membership to all first-year students.
      
   (1) Chapter members must be in good academic standing to serve as a mentor.
   (2) Mentors may be assigned more than one student as necessary or desired.

   C. Receives and records reports from student mentors. Consults with Chapter leadership and the Chapter Advisor to discuss how to meet students’ needs.

   D. Reports to Chapter leadership and Chapter Advisor regarding first-students’ progress. Consults with Chapter Leadership and the Chapter advisor to provide resources for first-year students as necessary.

2. **Mentor role**: Mentors will be a resource for their students as they transition from high school to college. Mentors will check in with their assigned students throughout the semester, with a minimum requirement of two in-person check-ins per month. Additional check ins are encouraged and may be through a phone call, video, text, or any other method desired by the mentor and assigned student.

   A. Mentors will give students a tour of campus before school starts or at the beginning of the semester to acquaint the new student with the layout of
campus and resources available. New students should be taken to each building and classroom on their class schedule. Additional mentor insight is encouraged.

B. Mentors will make sure their students know when and where LIA chapter meetings will be held and personally invite them to attend each meeting.

C. Student concerns shall be presented to the Mentoring Chair as quickly as possible. The Mentor and Mentoring Chair will then consult LIA Leadership and the Chapter Advisor as quickly as possible so a plan can be put into place to assist the student.

3. **Mentee role**: First-year students will be required to complete a survey near the beginning of the first semester and near the end of the second semester. Their primary responsibility is to be available to meet at least twice a month with their mentor and to focus on their school work.

4. **Mentor reports**:
   A. Mentors will report on the following items at these intervals:
      1. First week of October:
         a. Students know the resources available on campus.
         b. Students feel comfortable with the ability to handle the work assigned in their classes. If students report they are struggling in a class, the mentor will work with Chapter leadership to provide resources to assist the students.
         c. Students are attending LIA Chapter meetings and if not, the Mentor understands why.
      2. First week of December:
         a. Students receive guidance on how to prepare for final exams.
         b. Students will be given help registering for the next semester's classes.
      3. First week of March:
         a. Students report they are doing well with their classes. If students report they are struggling in a class, the mentor will work with Chapter leadership to provide resources to assist the students.