

Director of Internal Affairs (informally known as the Social Chair)

1. Basic Responsibilities
 - a. making new members feel welcome
 - i. always recognize new faces, talk to them when you get a chance and introduce yourself
 - ii. At the beginning of meeting we do introduction of new members to let them know that we acknowledge they are there.
2. Emails, Sending out Weekly Newsletter
 - a. We use MailChimp for our email newsletter. There are 800+ people on our mailing list and it is the only updated log of our listserve.
3. General Meeting
 - a. Intro Activity
 - i. You are in charge of coming up with questions, just have an on-going list throughout the year, and at eboard meeting, we pick one that works with the week's meeting.
4. Social Events (Very Important)
 - a. Organize social outings that works towards strengthening the bonds between the members of FPS.
 - b. These social events are crucial to creating a strong sense of unity in the club.
 - c. Manage sign-ups and coordinating rides so everyone can join in on the fun!
 - d. It is encouraged to look into photo and film related socials!
 - i. galleries, screenings, etc.
 - ii. if providing a film event, be fare to the photo aspect, and look for a photo social
 - e. End-of-the-Quarter Event
 - i. Organize an event where the club can gather one last time on a fun night to look back on the past quarter
 1. in the past this has been wrap parties and dinner in the dorms
5. Retreat
 - a. Traditionally, retreat is held in the first couple weeks of Winter Quarter, during a 3 day weekend. In the past several years it has varied from 40-60 people and 1-3 nights.
 - b. Plan out all the logistics of the most important event of the year!
6. Oscars screenings
 - a. Once Oscar nominations are announced, lead the executive board in deciding which films to screen, where, and when.