

## Vice President

1. Basic Responsibilities
  - a. You are, along with the President, another face of the organization. Hugger and hand holder, encouraging and always with eyes for not only member needs, but the needs and desires of everyone on the executive board including the president. This role was established not because the President cannot handle the administrative duties of running an organization on their own, but because the distribution of work and power serves as a system of checks and balances and is more favorable for optimum outcome in any situation (i.e. having the best possible plan of attack just given the opportunity to discuss and troubleshoot any potential problems. Easier to do between two awesome brains rather than with just one awesome brain.)
2. How to book rooms, dealing with ASUCLA
  - a. General note on ASUCLA and UCLA Bureaucracy
    - i. BUREAUCRACY IS NOT SCARY. DO NOT AVOID IT. Yes, it's a hassle, but don't avoid it. The industry is all about navigating through the hurdles laid out by bigger bureaucracies like the US Gov, state and city planners, etc. Seize the opportunity to learn protocol. First of all, you have the best resource ever, **Carissa Raquejo, our CSP advisor**, is a wealth of knowledge. If you have any questions regarding how to start a particular endeavor that will require UCLA resources, she will point you to the right direction in terms of who to talk to, where to look for funding, what deadlines may look like, etc.
    - ii. I think, if anyone should read through all of the rules and regulations of all things oriented towards student organizations, it should be you.
  - b. Room bookings can be done at the ASUCLA window for rooms in Ackerman and Kerckhoff. Rooms MUST be booked 5 days in advance. This is where bureaucracy is non-negotiable.
  - c. For specialty rooms for events (guest lectures, etc) talk to the Events office in Kerckhoff. Again MUST be 5 DAYS IN ADVANCE.
  - d. Events office is also a great resource for still photo and film permits. The 2 and half weeks is minimum processing time. If you ask them to push it, they will. Don't count on it but, if there's ever a situation where members feel discouraged due to less time to process, push them to try anyway. Permits, can be processed within a smaller time frame because they don't function on the same systems as the room booking. BUT there is always risk in that so don't procrastinate!
3. End-of-the-Year Gala
  - a. Check the availability of KGS at the ASUCLA office.
  - b. Go to the ASUCLA office in Ackerman to book the necessary rooms. Rooms can be booked up to ONE year in advance so once you have figured out the rough calendar for the year, go book the rooms!

- c. After you schedule the room, make sure you apply for the STUDENT UNION EVENTS FUND as soon as possible. The sooner you fill out this form, the more likely we will have a lot of the fees for booking the room and additional costs subsidized by UCLA.
- d. Fill out the Event Planning form as soon as the receptionist that helped you book the room sends it to you. You will need to know most of the logistics behind the event in order to fill out this form.
- e. If you need catering, UCLA only allows for catering by UCLA Catering or completely donated food by an organization. Make sure you figure out catering 3 weeks before the event so UCLA Catering can provide all the goodies for the event when the date arrives.

#### 4. Alumni Events

- a. You must plan at least one alumni event per quarter. These events are designed to strengthen relations with our ever expanding network of FPS alumnus. As our alumni are establishing themselves in the industry and finding stable jobs (and stable incomes), we must strive to make sure our alumni stay connected with FPS.
- b. Some ideas for alumni events include:
  - i. Mixers- Invite the alumni out to a social gathering at a bar! It is always good to start out with these so that alumni can get reacquainted with one another.
  - ii. Parties- One of the things alumni miss most about FPS are the parties. Who isn't down for a good time out with old friends?
  - iii. Q&A with Alumni- Alumni offer a wealth of knowledge that can be passed on to our current members.
- c. Make sure to spread the word about these events far and wide. I recommend creating a Facebook event in order to publicize it. Sometimes it can be hard to see a newsletter through email so Facebook events can be a useful tool to reach the widest audience.
- d. Try to follow up! Say thanks for coming out the event so they will be encouraged to come to future events.

#### 5. Calendar

- a. Be aware of upcoming events
- b. Update and help manage the Calendar for the year

#### 6. Vision

- a. Have weekly discussions with the President about the current state of the club
- b. Discuss general improvements for the club
- c. Reflect on recent club events
- d. Help make plans for the not-so-immediate future

#### 7. External Relations

- a. Work alongside the President, External, and Events with reaching out to other organizations