

VICE PRESIDENT

UCLA Habitat for Humanity is comprised of general members, committees and its Leadership Board. In order for a campus chapter to function, all of its components must work well as a team. The President is responsible for organizing the chapter in an appropriate manner so that the goals of the club are met. The responsibilities of this position are not limited to the scope of the campus chapter. The President constantly seeks opportunities that will improve the club and ultimately make homelessness an issue of the past.

Responsibilities:

- Manage committee involvement
 - Create opportunities for the committees to become an integrated part of our campus chapter
- Managing all membership records by keeping an up-to-date database and providing each committee with contact info for its participants
- Keeping the email listserve updated
- Keeping members of the listserve informed of chapter activities, both upcoming and after the event
- Compile frequent Newsletters; this includes:
 - Pictures and articles of campus chapter activities
- Compiling an agenda for each meeting
 - Collect discussion topics from each Leader prior to meeting and include on agenda.
- Liaison to the UCLA Center for Student Programming and other UCLA student groups
- Reserve venues for meetings and events
- Seek and apply for funding opportunities.
- Attend all Board and General meetings