

Responsibilities of BSAKU Executive Committee Members

1. The President

- a) The President will be the chief of BSAKU and work together with the elected Executive Members and the Advisor to move the organization towards its goal.
- b) The President will call and conduct the general and executive meetings in consultation with the executive committee (EC) and prepare the agenda for the next meeting.
- c) The President will represent the organization and speak on behalf of BSAKU when required.
- d) The President will form committees (if necessary) consulting with executive committee members to organize special events on-campus or off-campus and also oversee the functions and performances of the committees.
- e) The President may take emergency decisions consulting with the Advisor, and the President must notify executive committee members about the taken decisions.

2. The Vice President

- a) The Vice President (VP) will assist the President in his/her activities in all respects.
- b) In the absence of The President, or as requested by the President, the VP will be in-charge of BSAKU, and perform all duties of The President.
- c) The Vice President will act as a coordinator between the activities of the office-bearers of BSAKU.
- d) The Vice President will send the minutes of the meetings to all the members by email.

3. The Treasurer

- a) The Treasurer is responsible for collecting the membership fees and donations, maintaining all the financial records, and keeping the funds.
- b) The Treasurer will consult with the EC for approval on all expenditures for any event.
- c) The Treasurer will advise the EC for possible sources of funds and prepare the budget.

4. The Cultural Chair

- a) The Cultural Chair will be in-charge of organizing and arranging cultural activities and sports for any event of BSAKU.
- b) The Cultural Chair is responsible for making the necessary preparations to participate in different international festivals held in KU (e.g. 100 Flags, World Exposition, Festival of Nations, Open House, etc.), representing the cultural image of Bangladesh to the international community.
- c) The Cultural Chair will organize reception parties for the new Bangladeshi students and farewell parties for the out going members of BSAKU (if needed).

5. The Public Relation Officer

- a) The Public Relation Officer (PRO) will be responsible for maintaining close contact with the members of BSAKU, developing good relations between the BSAKU and the University or the other organizations.
- b) The PRO will inform all the members about the upcoming international, national and religious events.
- c) The PRO will identify the new students in KU and assist them with orientation, enrollment, etc. as needed.
- d) The PRO will assist the Cultural Chair in organizing all activities mentioned in 4a, 4b, and 4c.
- e) The PRO will maintain the web pages of the organization, updating any new information about members or events.