

# Mavericks For Christ Officers

## 1. President

- A. Oversee activities of executive committee (Officers).
- B. Assist officers in support and service.
- C. Conduct weekly meetings of the officers
  - 1. Have a meeting agenda
  - 2. Discussing upcoming events
  - 3. Make final decisions after hearing everyone's input
- D. Call a general meeting once a month and preside over that meeting ( all students )
- E. Post agendas (for upcoming officer and MFC meetings ).
- F. Oversee all committees

## 2. Vice President

- A. Chairman of fellowship activities
  - 1. Decorate
  - 2. Clean up
  - 3. Reserve rooms for events
  - 4. Plan activities for fellowship events (focus on group participation)
    - a. Get acquainted parties
    - b. Welcome week
    - c. Christmas party
    - d. Spring Banquet
    - e. Any other parties or activities
- B. Preside presidential duties in the absence of the President.

## 3. Secretary

- A. Take notes at officer and MFC meetings. Post minutes for MFC meetings. (website, email, and hard-copy)
- B. Coordinate all meals for any function (Functions will include luncheons (Friday), get acquainted parties, campouts, Mission Trips, feeding the homeless, Arlington Night Shelter, MFC meetings, and other parties or activities involving food).
  - 1. Plan meals (what to eat and how much)
  - 2. Buy Food
  - 3. Prepare Food
  - 4. Clean up
  - 5. Get others involved
  - 6. Post sign-up sheets for people to bring items
- C. Update Calendar (events and notes to be submitted by other officers)

#### 4. Treasurer

- A. Collect all funds or dues for various activities, including membership dues, luncheons (Friday), campouts, retreats, mission trip payments, spring banquet, and any other parties or activities involving a charge.
- B. Be in close communication with the Tri-C secretary on the MFC cash fund. (to be reported at meeting)
- C. Coordinate fundraisers
  - 1. In charge of advertising and/or contacting churches about fundraisers.
  - 2. Responsible for advertising fundraising on campus
  - 3. In charge of reserving tables to do fundraising on campus
  - 4. Responsible for getting people involved in fundraising
  - 5. Conduct at least two fundraisers a semester

#### 5. Historian

- A. Campus Advertisement
  - 1. Banners
  - 2. Flyers
  - 3. Sidewalk chalking
  - 4. Ads on trees  
(1-4 to be approved by Student Governance)
  - 5. Shorthorn ("Tempo" calendar and communications with reporter assigned to our "beat")
  - 6. Showcases
    - a. Reserve in lower UC for all semester in April
    - b. Decorate
    - c. Take down in two weeks
  - 7. Marquee
    - a. Think of what to post (solicit from MFC members)
    - b. Put it up
    - c. Keep current
  - 8. Any other events on campus that allow for publicity
    - a. Activities Fair
    - b. Freshman Orientation Days
    - c. Homecoming Events
- B. Take pictures at all events ( collect pictures from others)
- C. Design Scrapbook
- D. Design slideshow for Spring Banquet
- E. Update Website
- F. Painting the wall in the main room

## 6. Outreach

- A. Inter-club relations (any relations with other organizations on campus)
- B. Coordinate service projects (make contacts, determine supplies needed, etc.)
  - 1. feeding the Homeless
  - 2. Trips to the Arlington Night Shelter
  - 3. Mission trips
  - 4. Other events
- C. Intramurals
  - 1. Gather teams
  - 2. Register teams
  - 3. Inform students of schedule
- D. Work with the International Ministry to build ties between the two groups
- E. Charity activities on campus and in community
- F. Homecoming activities

## 7. In-Reach

- A. Post sign-up sheets for all activities
- B. Thank you cards
- C. Encouragement cards
- D. Decorate Tri-C
- E. Coordinates activities to promote unity within group.  
Promote ways to strengthen relationships within the group
- F. New contacts
  - 1. Follow-up Calls
  - 2. Send Cards and e-mails
  - 3. Make them feel welcome.
- G. Send "Missing in Action" cards.
- H. Organize prayer teams
- I. Make arrangement for speakers (delegate to officers by month)
- J. Coordinate men's and ladies' ministries
- K. Organize activities for spiritual growth
- L. Attend board meetings to see what is being discussed
- M. Assist in the MFC meetings