

VP Administration Semesterly Report - Fall 2021

Marzena Kula

Weekly Tasks

- Attended general and executive council meetings weekly
- Gathered agenda topics and created the agenda for general and executive council meetings weekly
- Attended weekly meetings with Faculty for continuous updates
- Created and published meeting minutes for general and executive council meetings

Throughout the Semester

- Created APSA meeting infographics monthly and posted them to APSA Members' Corner
- Kept the APSA Calendar up to date with events
- Monitored APSA Members' Corner
- Managed the APSA email, responding as appropriate and forwarding emails to the appropriate people
- Assisted councillors and officers with questions about the constitution, policies, and procedures

April

- Transition meeting with Megan
- Attended a COFA Meeting
- Created a contact information sheet for all Councillors and Officers and shared it with Faculty

July

- Coordinated and began receiving council members biographies and photos for the APSA website
- Assisted in planning of and executive of APSA's Summer Retreat

August

- Organized Fall Virtual Office Hours
- Organized Fall Council Meetings on Google Meets
- Began tracking first year APSA Membership purchases
- Began adding first year APSA members to APSA Members' Corner
- Attended the APSA Summer Retreat and took/published meeting minutes
- Attended a COFA Meeting
- Attended the First Year Orientation

September

- Added new councillors and officers to the Councillor Facebook page and Google Drive after bi-elections
- Received requests for APSA Affiliated Clubs and presented them to Executive Council for approval
- Continued tracking first year APSA Membership purchases
- Continued adding first year APSA members to APSA Members' Corner

November

- Attended an Assessment Committee meeting
- Assisted in planning the APSA Feedback Form for students
- Reminded councillors about the Semesterly Reports

December

- Attended an Assessment Committee meeting
- Collected and published councillor reports on Facebook and the APSA website