**Web Chair**

a) To manage the FAST Ducksync and website and notify Eboard of all updates

b) To ensure timely update of website, performed at least after every general body meeting

c) To ensure that website is representative of the following components: Home (About FAST), cultural updates, member info (in addition to alumni and family trees), calendar of events, officers, photos, minutes, budget, constitution and links (Stevens, ESC, FIND, D3 and Facebook).

d) To renovate website as needed and as current site becomes outdated.

e) To help manage the FAST Facebook, Tumblr, and Twitter.

**Historian**

a) To take photos and videos during FAST-related events and collect such photos and videos taken by others.

b) To enable availability of aforementioned photos and videos to the public relations chair, recruitment chair, and/or to any officer when needed

c) Must enable availability of aforementioned photos and videos electronically, i.e. via FAST website and Facebook.

d) To manage FAST Lifebook (database of current and graduated FAST members with their contact information); work in conjunction with alumni chair as needed.

e) To update FAST family trees.

**Public Relations Chair**

a) To ensure notification of FAST events and activities to Stevens Publicity Club and other electronic resources.

b) To manage the creation and distribution of flyers and advertisements

c) Work in conjunction with Alumni chair to ensure timely notifications of FAST events to FAST alumni

d) To help manage the FAST Facebook, Tumblr, and Twitter.

**Cultural Chair**

a) To be informed of and report Filipino culture-related news and events during formal meetings.

b) To be informed of and in contact with organizations, museums, speakers, etc. with regards to Filipino culture and history

c) To create and manage games that will be employed at GBMs

**Alumni Chair**

a) To maintain a record of contact information of alumni and graduating FAST seniors and contact information

b) To notify and inform alumni at least once a month about upcoming news and events

c) To keep in touch and inform FAST about status of alumni during meetings if relevant for opportunities upon graduation

**Recruitment Chair**

a) To plan and manage recruiting-related events, including but not limited to Stevens club fair, sleeping bag weekends, President's Tea, etc.

b) Responsible for preparing summer orientation packets for incoming freshman.

c) To organize icebreakers at formal meetings

**Performance Director**

a) To plan and organize performances undertaken by FAST.

b) To oversee all preparations for performances including the delegation and management of required roles, including but not limited to choreographers, script writers, actors, singers, dancers, and audio/video support.

c) To work in cooperation with ESC in preparation of Unity.

d) In the case of performances outside and not affiliated with Stevens, responsible for registration and coordination with the sponsoring organizations.

**Assistant Performance Director**

a) To assist the performance director in fulfillment and delegation of

**RSO Representative**

a) Must be present at all RSO monthly meetings in order to represent FAST

b) Must be informative to all RSOs about all FAST activities

c) Must give a report and inform officers of FAST of agendas discussed during RSO monthly meetings.

d) To help represent FAST at RSO summits, should they continue

e) Must be an active member for at least one academic year.