



## USFC Officers 2022- 2023

### Vice President

The current VP of the USFC is Joseph E. Soueidy. The Vice President's responsibilities shall be as follows:

1. Serve as spokesperson on behalf of the USFC.
2. Call, in coordination with the Dean of Student Affairs, for official USFC meetings.
3. Prepare the official USFC agenda for each meeting and submit it to the Dean of Student Affairs for approval.
4. Ensure that the agenda must be distributed it at least 48 hours before the time of the scheduled meeting.
5. Supervise, alongside the Office of Student Affairs, the operational administration of the USFC and its sub- committees.
6. Review proposals and funding requests submitted to the USFC prior to official meeting, to screen for proposal eligibility, in coordination with the treasurer.

### Secretary

The current Secretary of the USFC is Peter P. Salem. The Secretary's responsibilities shall be to:

1. Archive the minutes of all USFC meetings.
2. Send copies of the meeting minutes to all members of the USFC within 1 week after an official meeting is held to be approved by the committee
3. Keep lists of membership of USFC sub-committees and other university committees.
4. Maintain and develop archives for the USFC (see Article XIV).

### Treasurer

The current Treasurer of the USFC is Yara Y. Debian. The Treasurer's responsibilities shall be to:

1. Review submitted funding requests and prepare recommendations before the USFC meeting, in coordination with the Vice-President to ensure budget availability and the eligibility of the proposal.
2. Follow up on funding requests after they have been approved.
3. Submit a financial report at the last meeting of each semester.
4. Keep written records of all USFC expenditures (see Article XIV).