

EAST-WEST CENTER PARTICIPANTS ASSOCIATION

(EWCPA)

EWCPA BOARD TASKS

(Revised 05-09-2018)

The EWCPA Board, hereafter referred to as ‘the Board’, shall be comprised of the following elective offices:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Housing Representatives from each of the dorms:
 - a. One Hale Manoa Representative
 - b. One Hale Kuahine Representative
6. Spouse, Partner, and Family (SPF) Representative
7. Graduate Student Organization (GSO) Representative
8. Alumni & Friends of the EWC Representative
9. Leadership Representative
10. Community Garden & Sustainability Coordinator
11. Community Service Coordinator

Note: Any appointed positions, as deemed necessary, such as:

1. Activity Coordinators
 - a. Concert on the Lawn
 - b. Intercultural Potluck
 - c. East-West Fest
 - d. Other Projects or Ongoing Initiatives, as needed
2. Shuttle Coordinator
3. Media, Listserv, and Tech Coordinator

I. The Role of the EWCPA Board

- A. The EWCPA Board has a responsibility to chart the future for our special community here at the EWC. The board mission is to develop an Asia-Pacific community that can work productively together and promote harmony among nations. In line with the EWCPA Constitution, the future will consist of an EWC participant community that comes together across country lines, cultural lines, and program lines to live, learn, share, and experience culture, diversity, thoughts, arts, knowledge music, talents and ohana with few distinctions made between programs or countries. The overriding goals of student advocacy, promoting culture, and developing community spirit will pervade all activities of the EWCPA. The EWCPA community will be brought together in a variety of social and academic forums in order to take advantage of all of the talents and skills of members of EWCPA community towards building a stronger Asia-Pacific community. Also, through various representatives EWCPA will strive to address the concerns of all members and promote community interests wherever appropriate.
- B. The responsibilities of the Board, as mentioned in Section A. of Chapter I, shall be implemented through:
1. To assist in fulfilling the goals of the East-West Center, as mandated and defined by the Congress of the United States, State of Hawaii Legislature and the Board of Governors.
 2. To provide an open forum for the free expression of diverse opinion, which we deem essential to any community of persons seeking education and enlightenment in agreement with the East-West Center policies on academic freedom as stated in the East-West Center policies and guidelines.
 3. To provide a vehicle for responsible participant representation to East-West Center-wide standing and ad hoc committees concerned with participant matters in order to fulfill our obligations and responsibilities as members of this community of concerned scholars in the advisement of the policies and future direction of the East-West Center.
 4. To present, in an effective manner, the ideas, interests, and concerns of the members before the East-West Center authorities on matters affecting the members' welfare, and to serve as a liaison between the administration and the members.
 5. To promote understanding and cooperation among the East-West Center community, the faculty and students of the University of Hawaii, and the local community.
 6. To provide means of the initiation and direction of members' actions and activities.
 7. To promote social, recreational, and non-formal educational activities of benefit to all East-West Center participants.
 8. To promote better relations and understanding among the people of Asia, the Pacific Islands and the United States of America.

II. The Roles of Each Position

ELECTED OFFICIALS

SECTION A: THE PRESIDENT

The powers and duties of the President shall be:

1. To be the presiding officer of the EWCPA.
2. To chair, or delegate that responsibility, at all meetings.
3. To be the EWCPA liaison in official dealings with the East-West Center administration, staff or other organizations, institutions, firms, and persons unless otherwise provided for in the Constitution or By-Laws.
4. To call, in conjunction with the Secretary, general meetings of all members for presentation and discussion of relevant issues.
5. To be the arbiter of points or order in case of disputes within the EWCPA Board.
6. To convene at least one regular monthly meeting of the Board, and other meetings as deemed necessary.
7. To initiate, coordinate, and conduct activities necessary to implement approved EWCPA policy.
8. To appoint officers as deemed necessary by the EWCPA board.

SECTION B: THE VICE-PRESIDENT

The powers and duties of the Vice-President shall be:

1. To assist the President in his/her duties
2. To act as official educational liaison with EWC educational programs.
3. To facilitate the creation of a bridge committee dealing with educational affairs
4. To convene and chair meetings of the Board in the absence of the President.
5. To perform functions delegated to him/her by the President or Board.
6. To take over the duties of the President in his/her absence.

SECTION C: THE SECRETARY

The powers and duties of the Secretary shall be:

1. To keep minutes of all proceedings of the EWCPA Board.
2. To issue, in conjunction with the President, notice of the Board or other meetings, and publish the minutes for EWCPA members.
3. To maintain, preserve, and file records of those activities, and report on them to members annually and upon termination of office.
4. To receive and answer correspondence on behalf of the Board, and report to the Board about these communications on its behalf.
5. To take over the duties of the President and the Vice-President in their absence.
6. To perform other functions as required by the President.

SECTION D: THE TREASURER

The powers and duties of the Treasurer shall be:

1. To be informed regarding the various accounts accessed by the EWCPA Board.
2. To be responsible to the EWCPA Board for monitoring all funds designated for the EWCPA.
3. To coordinate the planning of future fiscal operations with the Board.
4. To submit to the Board a current financial report of EWCPA funds
5. To orient the incoming Treasurer regarding all duties and procedures, and the incoming Board regarding the annual budgeting process when possible.

SECTION E: THE HOUSING REPRESENTATIVES

The powers and duties of the Housing Representatives shall be:

1. To call a general meeting of the participant residents (and non-participant residents, when applicable) that form their constituency at least once during their term of office, for the presentation and discussion of issues which may be of general interest.
2. To solicit the opinions of their constituency to the maximum extent possible, and to represent those opinions at meetings of the EWCPA Board, and to appropriate Housing personnel.
3. To assist in planning and preparation for any EWCPA-sponsored activities, and to serve on EWCPA committees as needed.
4. The representatives of Hale Kuahine and Hale Manoa must currently reside in the dormitory whose residents they represent, respectively.

SECTION F: THE SPOUSE, PARTNER, AND FAMILY (SPF) REPRESENTATIVE

The Powers and duties of the Spouse, Partner, and Family Representative shall be:

1. To call a general meeting of his/her constituency at least once during her/his term of office, for the presentation and discussion of issues, which may be of general interest.
2. To solicit the opinions of his/her constituency to the maximum extent possible, and to represent those opinions at meetings of the EWCPA Board.
3. To organize at least one event per semester focused on his/her constituency.
4. To assist in planning and preparation for any EWCPA-sponsored activities, and to serve on EWCPA committees as needed.

SECTION G: THE GRADUATE STUDENT ORGANIZATION (GSO) REPRESENTATIVE

The Powers and duties of the Graduate Student Organization Representative shall be:

1. To act as liaison between EWCPA and Graduate Student Organization of the University of Hawaii.
2. To regularly attend Graduate Student Organization meetings.
3. To relay relevant information from GSO meetings to EWCPA community.
4. To assist in planning and preparation for any EWCPA-sponsored activities, and to serve on EWCPA committees as needed.

SECTION H: THE ALUMNI & FRIENDS OF EWC REPRESENTATIVE

The Powers and duties of the Alumni & Friends of EWC Representative shall be:

1. To act as liaison between EWCPA, the Friends of the East-West Center and the East-West Association (EWCA) Hawaii and international alumni chapter officers.

2. To regularly keep in touch with the Friends of EWC and EWCA officers with regard to their activities, programs and opportunities available at the EWC and in the larger community.
3. To attend Friends of EWC and EWCA meetings when available.
4. To assist in promoting and hosting Friends of EWC and EWCA events for the EWCPA community.
5. To assist in planning and preparation for any EWCPA-sponsored activities, and to serve on EWCPA committees as needed.

SECTION I: THE LEADERSHIP REPRESENTATIVE

The Powers and duties of Leadership Representative shall be:

1. To act as liaison between EWCPA and all short-term certificate program participants and their staff, informing the board of key dates and activities to streamline event planning.
2. To liaise with the Executive Board in on the ground planning and implementing projects for other short-term participants in cases when the Leadership representative is no longer in Hawaii.
3. To organize activities, which will promote mutual engagement between certificate participants and degree participants, such as field study reports and/or combined research presentations.
4. To assist in planning and preparation for any EWCPA-sponsored activities, to serve on EWCPA committees as needed.

SECTION J: THE COMMUNITY GARDEN AND SUSTAINABILITY COORDINATOR

The Powers and duties of the Community Garden and Sustainability Coordinator shall be:

1. To call a general meeting at least once during her/his term of office, for the presentation and discussion of the maintenance of the community garden and sustainability initiatives at the EWC and in the larger community.
2. To inform the EWC and the larger community on sustainability-focused initiatives.
3. To liaise with the EWC participants who already retain and those who wish to acquire plots in the community garden
4. To assist in planning and preparation for any EWCPA-sponsored activities, to serve on EWCPA committees as needed.

SECTION K: THE COMMUNITY SERVICE COORDINATOR

The Powers and duties of Community Service Coordinator shall be:

1. To communicate with the EWCPA community at least once during her/his term of office, for the presentation and discussion of the volunteer system and opportunities at the EWC and in the larger community.
2. To inform the EWCPA community regarding volunteer opportunities at the EWC and in the larger community.
3. To assist in planning and preparation for any EWCPA-sponsored activities, and to serve on EWCPA committees as needed.

APPOINTED OFFICIALS

SECTION L: THE ACTIVITY COORDINATORS

The Powers and duties of Activities Committee Coordinators shall be:

1. To coordinate all EWCPA Board-sponsored activities through the Activities Committee.
2. To discuss activities proposed by EWCPA members at monthly Board meetings, or to call special meetings of the Board for this purpose, if necessary.
3. To report at monthly EWCPA Board meetings a summary of proposed activities, and any associated requests for activities funding.

SECTION M: THE SHUTTLE COORDINATOR

The Powers and duties of Shuttle Coordinator shall be:

1. To coordinate with EWC Staff and participants to facilitate recurring shopping shuttle runs that will help participants with purchasing supplies for their daily sustenance while in the community
2. To update the board about the status of the shopping shuttle and liaise with other EWCPA officers in case the EWC vehicles are needed for other EWCPA activities
3. To assist in planning and preparation for any EWCPA-sponsored activities, and to serve on EWCPA committees as needed.

SECTION N: THE MEDIA, LISTSERV, AND TECH COORDINATOR

The Powers and duties of Media, Listserv, and Tech Coordinator shall be:

1. To ensure that all media portals of EWCPA (such as, but not limited to, EWCPA Listserv, EWCPA Website, EWCPA social media platforms, etc.) are constantly updated which involves subscriber management as well as announcement and documentation pre and post EWCPA activities
2. To liaise with and work with other EWCPA officers regarding technical requirements for their projects
3. To assist in planning and preparation for any EWCPA-sponsored activities, and to serve on EWCPA committees as needed.