

## Roles & Responsibilities 2025 - 2026

### Why you should apply for FPA leadership!!!

- Having an exec or chair position with the Fashion Production Association is a lot of hard work, but it is also one of the most rewarding experiences you will have throughout your college career!
- Many of us have made deep, lifelong friendships through FPA that are maintained long after our weekly meeting times. As an exec and chair member, you will work very closely with the rest of the board throughout the entire year, creating strong relationships and important teamwork skills. Many of our alumni are still friends to this day!
- With 33 successful years and counting, the Fashion Production Association has been built by a countless number of talented students who have now gained prominent roles and experience in the industry. With alumni all over the country (and a lot in NYC), being a part of FPA will give you access to a large and like-minded professional network. Trying to get a job with a specific company or in a certain city? Reach out to Alex and Dr. Rudd and chances are they can connect you to an alumni who can offer some advice!
- Successful fulfillment of an exec or chair role (and lots of hard work, dedication, and passion) can help create solid letters of recommendation from advisors. (Note: Although we are not faculty, the presidents are also a great point of reference. As presidents, we get to learn your individual strengths, weaknesses, communication style, work ethic, and teamwork skills. Trust me, we have learned pretty quickly what makes a good leader in FPA and we would love to praise those who do outstanding work for the organization! – Ellie Michaelis)
- Skill development: communication, organization, problem-solving, collaboration, responsibility, time management, priority management, and soooooo much more
- Career advancement and a great resume builder.
- Personal growth. Leadership is all about understanding who you are and how you can best help others succeed. Taking initiative is the best way to demonstrate your leadership skills.
- You make a difference and are key to the success of the Fashion Production Association.

### Working with General Members

We encourage all general members, whether design or production, to embrace the Fashion Production Association and participate as much as possible! If you are selected for an exec or chair position, it is your responsibility to help integrate our general members into the organization and encourage participation. We are growing the next batch of talent for the industry; any act of leadership and guidance goes a long way!

#### *Production*

We encourage our production general members to actively communicate with various committees so they can learn and experience as much as possible. While we may not explicitly assign specific tasks to production general members, we advise them to go where they want to learn.

#### *Design*

We are soooooo grateful for all of the designers who choose to partake in our annual fashion show! However, our student organization is pretty big and our biggest ask of designers is that they stay organized, timely, and communicative. All designers are expected to attend a minimum of 5 general meetings in person, each semester, to be considered eligible to participate in the annual design show. Attendance is recorded during general meetings only, and communication is of the utmost importance throughout the design process.

## **Roles & Responsibilities 2025 - 2026**

### **Guidelines and Responsibilities for ALL Roles**

- All exec and chair members MUST use the FPA drive for anything FPA related. Access is given upon acceptance of a position and each member will have their own folder dedicated to their work. This is essential for record keeping and will be an important reference point for future years, but please please please keep it as organized as possible.
- All graphics should be made using the FPA Canva account and the FPA fonts (LuloCleanOne and LuloCleanOne-Bold)
- All exec and chair members MUST CC the advisors (rudd.1@osu.edu & suer.15@osu.edu) and the President on ALL email communications. The advisors and the President need to be aware of all communications being conducted under the name of the Fashion Production Association.
- All former exec and chair members should be available and willing to offer advice/answer questions for up to six months following the completion of their role. Our roles often require a lot of hard work, and knowledge is gained from experience. Newly elected exec and chair members may need additional guidance during the beginning of their role period, and being accessible for words of advice will help make the transition of leadership much smoother.
- If you are interested in modeling, please consider applying for a position that isn't directly impacted by duties on the day of show. The following roles can not be models: President, Director of Production, Director of Design, Model Coordinator, Silent Auction Chair, Day of Show Chair. If you are selected for an exec or chair role that was not listed, please communicate with the advisors and the President about your potential interest in modeling, as soon as possible.
- Responsibilities may change or additional tasks may be assigned, as needed.
- All roles are eligible to be shared with one other person, depending on the circumstances of the role and applications submitted.
- All roles have a one year term. At the end of the one-year term, members have completed leadership responsibilities and may apply for another position.
- Applicants are selected based on interest and participation in previous productions.

**Acceptance of a role means you agree to these conditions.**

### **FPA Exec and Chair Flow Chart:**

Please refer to the FPA Flow Chart to better understand how our exec and chair positions are organized. While collaboration across the board is strongly encouraged, please use this flow chart to reference who you may be working closely with. Additionally, all positions are viewed equally. Roles are listed as either exec or chair to indicate the expected workload of that position (it differs from role to role, and even year to year, but exec positions usually do a bit more work than chair positions). No matter where a role may be depicted on the flow chart, each member's contributions are important, and we want to emphasize that no one is privy to special treatment based on their title alone.

### **Removal of Officers:**

If an officer (exec or chair member) conducts themselves in such a manner deemed detrimental to advancing the purpose of this organization, is derelict in performance of the duties of their office, or is in violation of the OSU Student Code of Conduct, they can be removed through a majority vote of the voting membership or unanimous vote of the other officers, under the counsel of the advisor.

## **Roles & Responsibilities 2025 - 2026**

### ***Executive Members***

#### **President:**

- Sets goals for the organization and ensures alignment with its mission, values, and constitution
- Ensures that all organizational activities comply with university policies and procedures
- Approves organizational decisions, expenditures, and communications in coordination with the advisors and all exec and chair members
- Oversee and delegate responsibilities to all of the exec and chair team and supervise all Directors, Secretary, and Treasurer
- Meets weekly with advisors
- Leads and creates agendas for all weekly meetings (Presidents, Exec, General, etc.)
- Creates weekly slides for general meetings
- Coordinate with advisors and Director of Production to communicate and plan with the Special Event Coordinator from the Ohio Union
- In the event of Co-Presidents, it is best that one should represent design and one should represent production
- Selected by interest and participation in previous productions, working in either design or production, preferably serving in the role of Director of one aspect of the organization (Design, Production, Marketing, Visuals, etc).
- Strong experience in FPA necessary (not necessarily a previous director, but this level of leadership preferred)
- Other tasks as needed

#### **Director of Production:**

- Reports and communicates with the President and advisors
- Oversees all the committee chairs beneath them including, but not limited to, Silent Auction Chair, Model Coordinator, Day of Show Chair and other production related committees added to the organization
- Runs production meetings and makes sure people are staying on task and are getting their duties accomplished
- Coordinates with the Day of Show Chair, President, and advisors to develop stage design, lighting, music, slides, and other physical arrangements for the show or exhibit
- Coordinates with President and advisors to select studio and runway photographers and videographers for the day of the show
- Oversee fundraising, promotion, and advertising efforts
- Ensures everything day of the show runs smoothly and everyone is where they need to be, at all times
- Assists the advisors and President in communicating with the Special Event Coordinator from the Ohio Union
- Creates day of show schedule
- Selected by interest and participation in previous design productions
- Other tasks as assigned or needed

## **Roles & Responsibilities 2025 - 2026**

### **Director of Marketing:**

- Reports and communicates with the President and advisors
- Oversees all the committee chairs beneath them including, but not limited to, Social Media, Fashion Week, and other related committees added to the organization
- Responsible for creatively and effectively advertising the show around campus and in the surrounding Columbus area
- Responsible for the execution of the annual marketing video, in coordination with the President and advisors for the following
  - Outreach and communication with the videographer (may be in-house or freelance) to determine the following
    - Time and location of filming
    - Video editing
  - Creative direction
  - Communicates with the Treasurer to fulfill any necessary payments
- Responsible for the execution of the annual designer videos and designer headshots, in coordination with the Directors of Design, President, and advisors for the following
  - Outreach and communication with the videographer (may be in-house or freelance) to determine the following
    - Time and location of filming
    - Video editing
  - Communicates with the Treasurer to fulfill any necessary payments
- Needs to be organized and communicate well, in order to meet deadlines
- Selected by interest and participation in previous design productions
- Other tasks as assigned or needed

### **Director of Visuals**

- Reports and communicates with the President and advisors
- Oversees all the committee chairs beneath them including, but not limited to, Graphics, Merch, and other related committees added to the organization
- Oversees graphic design for merchandise, flyers, tickets, postcards, program design, all printing, show graphics or visuals; offers guidance for the Graphics Chair
- Coordinates with all production committees to execute visual needs
- Coordinate with the Merch Chair to design and develop all merchandise
- Responsible for maintaining and updating the FPA website (Wix: fpaatosu.com)
- Responsible for coordinating with the President, advisors, Corporate Sponsorship Chair, Silent Auction Chair, Directors of Design, Director of Marketing, and other necessary members to design the day of show program
- May be asked to assist Director of Marketing to fulfill any marketing video and designer video/headshot needs
- Selected by interest and participation in previous design productions
- Preferred experience with the Adobe Suite (Photoshop, Illustrator, etc.), but not required
- Other tasks as assigned or needed

## **Roles & Responsibilities 2025 - 2026**

### **Directors of Design:**

- Reports and communicates with the President and advisors
- Coordinates with the advisors, Presidents, and the exec and chair team to cultivate annual theme
- Coordinates with Construction Workshop Lead to organize and lead workshop opportunities for designers and any other interested members to learn how to sew or work on projects
- Oversee all the designers and the quality and style of fashion designs, with advisors
- Coordinates with the President, advisors, and Model Coordinator for the following
  - Organization of all model information
  - Model fittings
  - Show format and order of designs for the show or exhibit
- Oversees all designer groups for effective completion of collections; needs to motivate and keep up with designers to make sure everything is done in a timely manner and encourage them to keep the drive and designer spreadsheet updated with their progress
- Responsible for creating a schedule each semester with hard deadlines, to keep designers on track
- Creates weekly slides for design meetings
- Organizes the designer hair and makeup selections in an efficient and effective way
- Day of Show
  - Keeps designers accountable for staying on schedule
  - Helps transition design collections through hair and makeup as needed
- Must have excellent communication skills
- Selected by interest and participation in previous design productions
- Other tasks as assigned or needed

### **Secretary:**

- Reports and communicates with the President and advisors
- Oversees all the committee chairs beneath them including, but not limited to, Service Learning, Social Events, and other related committees added to the organization
- Creates weekly newsletters
  - Weekly newsletter for all general members
  - Weekly newsletter for advisors, the President, and all exec and chair members
- Coordinate member information in a directory spreadsheet
- Responsible for keeping record of 4990 members; keeping track of service learning, fundraisers, and attendance so they can receive credit (spring only)
- Acts as a TA for 4990 (spring only)
- Responsible for taking attendance and notes at weekly exec and general meetings
- Keeps track of alumni information and emails
- Coordinates with President and advisors for the following
  - Set up Eventbrite and GoFundMe
  - VIP show invites/day of show seating chart for corporate sponsors, hair and makeup, FRS faculty, etc.
- Selected by interest and participation in previous design productions
- Other tasks as assigned or needed

## **Roles & Responsibilities 2025 - 2026**

### **Treasurer:**

- Reports and communicates with the President and advisors
- Oversees all the committee chairs beneath them including, but not limited to, Fundraising, Corporate Sponsorship, and other related committees added to the organization
- Coordinates with the President and advisors for the following
  - Oversees all financial transactions (expenses and revenues)
  - Submit yearly audit, operational funds, Coke grant, CSA funds, any additional funding forms
  - Responsible for updating the YTD budget
  - Gains access to the FPA bank account and has responsibility of keeping track of all bank cards and checks
  - Coordinates with all exec and chair members who purchase anything under the FPA name
  - Collects and tracks all member dues for each semester
  - Collects and tracks all donations in coordination with the Silent Auction Chair and the Corporate Sponsorship Chair
  - Collects and tracks all receipts (from both production and design) and any other organization expenses
- Selected by interest and past experience in accounting
- Other tasks as assigned or needed

## **Roles & Responsibilities 2025 - 2026**

### ***Chair Members***

- **Day of Show**

- Reports and communicates primarily with the Director of Production
- Coordinates with Advisors, President, and Director of Production for the following
  - Stage design, lighting, and other physical arrangements for the show
  - Creates slides for the pre-show visuals and designer videos
  - Official show name and theme concept
  - Theme moodboard
  - Collaborate with Director of Visuals to create a theme color palette
  - Food for day of the show
- Communicates with designers about their runway production preferences (lighting, music, visual, etc.)
- Creates a visual plan for decor layout and ideas
- Day of the Show
  - Works with the President and Director of Production in assigning tasks to general members as needed
  - Coordinates the set up and decoration of the event space
  - Communicates with the AV team if need be
- Other tasks as assigned

- **Silent Auction Chair**

- Reports and communicates primarily with the Director of Production
- May work closely with the Corporate Sponsorship Chair to communicate with companies
- Email businesses/go door to door to request silent auction donations
- Coordinate pick up of silent auction donations with companies
- Follows up with companies about their requests and donations
- Keeps track of who contacts who and who has sent in donations
- Arranges baskets and packages to be auctioned
- Day of the Show
  - Sets up the auction table day of the show
  - Make the bid sheets
  - Keeps track of the starting price and what the items sold for - \*\* Must be organized!
  - Monitors the silent auction before and during the show
  - Announce the winners of the auction on a slide deck that will be sent over to AV
  - Collect payment after the show
- Other tasks as assigned

## **Roles & Responsibilities 2025 - 2026**

- **Social Media Chair**

- Reports and communicates primarily with the Director of Marketing
- Coordinates with the Graphics Chair to post flyers promoting social events, fundraising, service learning, fashion week, etc.
- Creates a calendar to schedule and organize social media posts
- Responsible for composing blogs and posting on Social Media
  - Instagram (Posts, Stories, Reels)
  - TikTok
  - LinkedIn
  - Etc.
- Responsible for “Member Spotlight” posts
- Helps coordinate social photoshoots; may collaborate with Social Events Chair
- Other tasks as assigned

- **Fashion Week Chair**

- Reports and communicates primarily with the Director of Marketing
- Helps execute the marketing strategies put forth by the Director(s) of Marketing
- Responsible for planning and executing Fashion Week for each semester
  - 1 week each semester
  - Should include fundraising, social, and service learning activities
- Coordinates with Fundraising, Social, and Service learning chairs to execute the events
- Coordinates with the Graphics Chair and Social Chair to post flyers promoting Fashion Week events
- Responsible for sourcing all materials needed for Fashion Week events; may coordinate with the Merch Chair for sourcing help
- Other tasks as assigned

- **Merch Chair**

- Reports and communicates primarily with the Director of Visuals
- Helps other exec and chair members with any additional sourcing efforts
- Coordinate with the Director of Visuals to design the logo for the merch
- Responsible for planning and executing the sourcing of merchandise
  - Fall Merch
  - Day of Show Merch
- Researches and communicates with vendors to determine quantities and pricing for merchandise
- Organizes and distributes the merch order form
- Coordinate pick up of and distribution of merchandise
- Other tasks as assigned



## **Roles & Responsibilities 2025 - 2026**

- **Graphics Chair**

- Reports and communicates primarily with the Director of Visuals
- Responsible for designing and creating graphics/visuals to promote FPA events and any necessary signage on the day of the show
- Coordinates with the Social Media Chair to post flyers promoting social events, fundraising, service learning, fashion week, etc.
- Handles additional print and digital advertising as needed
- Uses the FPA Canva account and the designated FPA fonts (LuloCleanOne and LuloCleanOne-Bold) to create graphics and visuals as needed
- Other tasks as assigned

- **Construction Workshop Facilitator**

- Communicates primarily with the Directors of Design and advisors
- Schedules and facilitates construction workshops; gives designers and any other interested members a time and location to learn how to sew or work on projects
- Coordinates with the Directors of Design to offer construction guidance to designers

- **Model Coordinator**

- Reports and communicates primarily with the Directors of Design and advisors
- Coordinates with the Director of Production to organize and advertise a model call
- Assists Directors of Design in finding additional models for designers
- Responsible for obtaining and organizing model contact information
- Attends model fittings alongside advisors and Directors of Design to
- Day of the Show
  - Works with advisors to lead collection runthroughs, practice, and rehearsal
  - Works with advisors in designing the choreography of the show
  - Works with the models to help them strengthen their walks
  - Ensures that all designers have models lined up for their garments
- Other tasks as assigned

- **Service Learning Chair**

- Reports and communicates primarily with the Secretary
- Researches and communicates with potential service learning partners/charities
- Coordinates all service learning events in partnership with charities and organizations that may relate to the annual design theme and/or fashion and retail service in general
  - Includes but is not limited to in-person volunteer events, virtual volunteer events, donation drives, etc.
- Coordinates with the Fashion Week Chair to execute a service learning event during each fashion week
- Other tasks as assigned

## **Roles & Responsibilities 2025 - 2026**

- **Social Events Chair**

- Reports and communicates primarily with the Secretary
- Coordinates social events outside of general meeting times to encourage member engagement and relations
- Plans and organizes a minimum of 2 social events a semester
- Responsible for sourcing all materials needed for social events; may coordinate with the Merch Chair for sourcing help
- Responsible for creating social events that connect to the annual design theme and/or upcoming holidays
- Coordinates with the Graphics Chair and Social Chair to post flyers promoting social events
- Coordinates with the Fashion Week Chair to execute a social event during each fashion week
- Other tasks as assigned

- **Fundraising Committee Chair**

- Reports and communicates primarily with the Treasurer
- Responsible for coordinating all fundraising events
- Acts as the point person for the companies where fundraising events are put on
- Fundraising is the key to being able to fund our production and this position needs someone who is motivated and organized
- Plans and organizes a minimum of 2 fundraising events/opportunities a semester
- Coordinates with the Graphics Chair and Social Chair to post flyers promoting fundraising events
- Coordinates with the Fashion Week Chair to execute a fundraising event during each fashion week
- Other tasks as assigned

- **Corporate Sponsorship Chair**

- Reports and communicates primarily with the Treasurer
- Updates and develops the annual corporate sponsorship packet
- Identifies and communicates with potential corporate sponsors to encourage them to donate funds to the organization in return for marketing incentives
- Coordinates with the Treasurer to collect all donations
- Coordinates with Director of Visuals and Social Media Chair to ensure all corporate partners are properly recognized
- May work closely with the Silent Auction Chair to communicate with companies
- Other tasks as assigned