

Description of Office :

a. Secretary:

It shall be the duty of the secretary to record the minutes of all meetings and keep them on file . The secretary shall type the minutes and have them ready for display within 2 business days of the meeting . If he/she cannot be at the meeting, it is his/her responsibility to designate an alternate to record the minutes for the meeting. The secretary shall assist the president in submitting the charter renewal from every fall.

b. Treasurer:

The treasurer shall keep complete financial records for the club, and be prepared to report the clubs financial stand when called upon by the president. It is the treasurer's duty to collect all dues, and be able to provide the president with an accurate list of paid members.

The treasurer shall also serve the responsibilities of a PR coordinator and report all news to the university paper for publication. The PR coordinator is in charge of reserving room, tables, and chairs for all meetings.

c. Historian:

The historian is in charge of creating all literature to promote meeting, speakers, and events; In addition, this person must have the literature approved by the university. It shall also be the duty of the marketing chairperson to keep up with any social media site (i.e. facebook) or email accounts associated with the club. The Historian shall also serve the responsibilities of a PR coordinator and is also in charge of taking all the pictures for the club, or delegating a member to do so. (speakers)

d. Head of volunteer opportunities:

The head of volunteer opportunities organizes at least 2 volunteer opportunities for the club per month and also locates & organizes scholarships for the club members. The head of volunteer opportunities also organizes and sets up internships for the club members.



