

Officer descriptions

President: Upper year student with at least 1 year experience in the club.

Duties: submit agenda to advisor, conduct meetings, oversee officer conduct and duties, and communicate with advisor, submits reports and attends ASB meetings

Vice president: upper or lower year student. Experience is preferred.

Duties: perform president's duties when not available; oversee fundraising committee conduct and duties.

Treasurer: upper or lower year student. Experience is preferred.

Duties: oversee tally sheets and cash counts for club functions; assist fundraising committee, complete paperwork for submission to controller, reports account balance to club

Community Outreach: upper or lower year student. Experience is preferred but not necessary.

Duties: searches for community events for members to participate in, reports to President

Secretary: upper or lower year student. Experience is preferred but not necessary.

Duties: copy minutes of meetings, provide copy to president and advisor, report to club when necessary, maintain attendance sheets, submit paperwork to ASB

Historian: upper or lower year student. No experience necessary.

Duties: collects and posts pictures of members participating in community events and fundraisers. Maintains club's Instagram posts