**Role of the President**

* Presides at all meetings of the organization
* Calls special meetings of the organization
* Schedules all practices, classed, and other activities of the organization
* Obtains appropriate facilities for organization activities
* Prepares and files any report required
* Appoints committee chair people Completes annual Recognition Forms
* Attends Recognized Student Organization Meetings
* Represents organization at official functions
* Maintains contact with organization advisor
* Maintains contact with organization alumni
* Maintains contact with affiliated department or section
* Maintains contact with national organization
* Remains fair and impartial during organization decision making processes
* Votes in cases where there is a tie
* Coordinates Organization elections

**Role of the Vice President**

* Assume the duties of the President as needed
* Serve as an ex-officio member of standing committees
* Plans officer's orientation and organizational retreats
* Coordinates organizational recruitment efforts
* Represents organization at official functions
* Remains fair and impartial during organizational decision-making processes
* Coordinates organization elections

**Role of the Secretary**

* Keeps a record of all members of the organization
* Keeps a record of all activities of the organization
* Keeps and distributes minutes of each meeting of the organization
* Creates and distributes agendas for each meeting of the organization
* Notifies all members of meetings
* Prepares organization's calendar of events
* Schedules all practices, classes, and other activities of the organization
* Obtains appropriate facilities for organization activities
* Prepares and files any report required
* Handles all official correspondence of the organization
* Manages organization office space
* Collects organization mail from the advisor or wherever mail is received
* Represents organization at official functions
* Remains fair and impartial during organization decision making process
* Coordinates organization elections

**Role of the Treasurer**

* Keeps all financial records of the organization
* Pays organization bills
* Collects organization dues
* Prepares and submits financial reports to the members
* Prepares an annual budget
* Prepares all budget requests for funds
* Is familiar with accounting procedures and policies
* Advises members on financial matters (i.e. vendors, ticket selling procedures)
* Coordinates fund raising drive
* Represents organization at official functions
* Remains fair and impartial during organization decision making processes