Student Chapter Officer Responsibilities

*The primary responsibility of each Officer shall be to manage the operation and advance the position and membership of the student chapter. The Officers of the student chapter and their roles shall be as follows:*

1. *President*
2. *Vice President*
3. *Treasurer*
4. *Secretary*

***President****: The President shall preside at all meetings of the Executive Board and general meetings of the student chapter and shall draft agendas for these meetings.. S/He shall preside over strategic planning for the student chapter. S/He shall appoint chairpersons of all committees with the consent of the Executive Board.*

***Vice President****: The Vice President shall be responsible for organizing events held by the student chapter. The Vice President shall also perform the duties of the President in his/her absence and shall succeed the President in the event that the President is unable to complete his /her tenure in office.*

***Treasurer****: The Treasurer shall have the responsibility for monitoring the use of funds by the student chapter and shall work in conjunction with the administrative staff of the Boston Area Chapter (BAC). At the conclusion of each semester, the Treasurer (with the assistance of the BAC administrative staff, if needed) shall provide to the BAC a written accounting of the finances of the student chapter for the prior semester. The Treasurer may develop and suggest an annual operating budget for the student chapter.*

***Secretary****: The Secretary shall keep the minutes and records of meetings of the Executive Board of the student chapter. S/He shall give and provide notifications of all meetings of the student chapter and shall tend to all correspondence of the student chapter (with assistance from the BAC administrative staff and advisors if needed). S/He shall distribute all meeting minutes to the Boston Area Chapter administrative office and Student Development Committee chair.*