

# Student Officer Duties

The following duties are expected to fulfill your role as the President, Vice President, Secretary or Treasurer:

## **President:**

1. Be dedicated to the organization to strengthen the goals of education as expressed in the Constitution and Bylaws.
2. Be a leader willing to give the necessary time to chapter leadership.
3. Strive to know the chapter members individually and recognize their potential contributions to the SHH.
4. Understand the AATSP programs and activities to contribute to their success.
5. Recognize chapter problems and work to solve them.
6. Organize chapter affairs and utilize other officers and members to plan chapter programs and activities. This plan should include the year's program, chapter meetings and state meetings.
7. Seek help from the advisor, administration and State Director whenever necessary.
8. Study the objectives and procedures of the chapter programs, policies and committee activities of the state and national organization.
9. Schedule regular meetings of the Executive Board and the chapter.
10. Appoint appropriate committees.
11. Study and coordinate committees' projects.
12. Determine chapter objectives and develop a plan of action with the aid of other officers and members.
13. Select suggestions and plans fit for the chapters.
14. See that other chapter leaders, committees and members are informed of policies and procedures in place.
15. Follow through on proposals.
16. Work closely with the Chapter advisor.
17. Supervise the preparation of reports
18. Report suggestions to the advisor for strengthening the chapter.
19. Encourage cooperation and promote harmony within the chapter.
20. Exercise general supervision of the budget.
21. Ensure delegates that represent the chapter, region, and state at meetings are assigned appropriately.

## **Vice President:**

1. Assist the President
2. Be familiar with the president's plans for the year and be prepared to assume their responsibilities if the need arises
3. Share ideas with the members
4. Host meetings and make necessary arrangements
5. Understand chapter procedures, regulations, forms, contests and the agenda of the president
6. Create society blog / forum

## **Secretary:**

The secretary's records are the source of all official statements of definite actions, motions and assignments. Accurate minutes become the database of what was agreed upon. The President and Committee chairs may rely upon the Secretary to remind them of what needs to be accomplished.

- Keep accurate record of Executive Board and Chapter proceedings
- Serve as an ex-officio member of the membership committee
- Notify officers, committees, and delegates of appointments
- Assist in the initiations ceremony as needed
- Supply committees with necessary materials
- Keep an electronic file of email correspondence, reports and a list of committees
- Announce Executive Board and Chapter meetings
- Collect material for reports to committees and for chapter meetings.
- Assist treasurer in keeping accurate membership
- Assist the President in tracking conference delegate information
- Send new officer list to State Director after elections occur in states as needed
- Complete any necessary forms from your school, local or state organization
- Allow for the agenda, minutes, Constitution and Bylaws, committee member list and reports available at each meeting
- Oversee election results
- Minutes need to include the following: name of the organization, meeting type, location, date, time, name of presiding officer, names of present members, items discussed, and signature of the Secretary

## **Treasurer:**

- Create enrollment forms to be available at beginning of the fall term
- Collect dues and deposit chapter funds according to the procedures previously established
- Follow proper procedure in dispersing funds
- Develop fundraising ideas
- Meet deadlines in sending state dues, if applicable
- Keep itemized report of all receipts and expenditures
- Create reports required by the Bylaws or at the President's request
- Prepare an annual financial report
- Present for audit all necessary records
- Cooperate with the secretary in keeping accurate membership record including names, addresses, dates paid and funds received

# Committee Chair Responsibilities

Committee chairs are vital in assisting the President and Executive Board in accomplishing the chapter goals. Committee chairs should coordinate chapter activities with state activities. They are responsible for planning and implementing the program in the assigned area through chapter meetings, projects and activities. Plans should be reported to the Executive Board.

## Duties:

- Obtain materials and recommendations from the previous chair
- Select committee members early, if the president does not appoint them
- Retain at least one committee member from the prior year to aid in transition of activity
- Define objectives for carrying out the chapters plan of action in a meeting
- Call other meetings as needed
- Keep the President and Executive Board informed of committee plans
- Appoint a secretary to record proceedings
- Be prepared to give a progress report to the President or the chapter upon request
- Prepare an annual written report describing objectives completed and suggest recommendations for future action
- Discuss committee assignments with the chapter advisor
- Work closely with state officials and advisors

## Committee size depends on:

- The nature of the work
- The area of its responsibility
- The size of the chapter
- The experience and activity of the chapter in the area

## Suggestions for Committees:

- The Executive Board must know the goals of the organization and agree to the importance of a structured committee to reach the goals.
- The group must understand the need for each the function, role and relationship of each committee.
- The President should not appoint a committee without consulting the board.
- The President should select a committee chair and clarify the importance of their objectives.
- The president should meet with the chair and/or full committee to ensure goals were reached.

## Committee Checklist – To be completed by the president

- \_\_\_\_\_ Determine committees needed according to the tasks to be completed
- \_\_\_\_\_ Assign areas of activity and responsibility for each committee
- \_\_\_\_\_ Appoint committee chairs
- \_\_\_\_\_ Authorize the committee to expand on activity when necessary
- \_\_\_\_\_ Organize a workshop to discuss chapter ideas, questions and concerns
- \_\_\_\_\_ Attend committee meetings to verify progress
- \_\_\_\_\_ Request reports from committee chairs
- \_\_\_\_\_ Assist committees' in evaluating their work and suggest recommendations