

## Executive Board Roles and Responsibilities

Executive Board Roles vary from organization to organization. Common roles with potential responsibilities are those listed below

### President

- Direct E-Board members in order to achieve organization's goals and objectives
- Delegate tasks to other executive board members
- Preside over organization meetings
- Maintain contact with advisor(s), University, and national office (if applicable)

### Vice President

- Assume the duties of the president in their absence
- Collaborate with President to provide leadership to organization/E-Board members
- Be knowledgeable of organization constitution, policy, and bylaws
- Perform other duties as outlined in organization bylaws

### Treasurer

- Manage the budget and finances of the organization
- Serve as point for any organization fundraisers
- Have access to chapter finances/bank account
- Prepare and file any necessary financial forms with University
- Prepare and file any necessary tax forms

### Secretary

- Maintain organization archive of information
- Take minutes during all meetings
- Take attendance at all meetings
- Keep record of member's contact information including e-mail addresses and more
- Distribute pertinent information to organization members

### Marketing/Public Relations

- Have access to all organization social media accounts
- Post regularly on organization social media accounts
- Publicize organization meetings and events
- Design and distribute all marketing materials

### Recruitment/Retention

- Serve as point of contact for potential members
- Reserve space for recruitment events and programming
- Serve as a point of contact for organization members with concerns
- Plan and facilitate activities that encourage bonding amongst organization members