PWS Officers Role and Responsibilities

PRESIDENT
• Supervise and coordinate the activities of the organization.
• Preside over all meetings and call all meetings to order.
• Maintain communication with the Office of Student Involvement and ensure that all paperwork is current.
• Be one of three signers on financial documents.
• Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
• Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
• Ensure that all officers are performing their duties as defined in this Constitution.
• Keep advisor informed of activities and functions of the organization.
• Be familiar with Robert’s Rules of Order to conduct meetings.
• Be familiar with the Golden Rule regulations as they relate to student organizations and communicate them to the organization as needed.
• Provide all documents and records pertaining to her responsibilities to the newly-elected President.
• Assign special projects to officers.

VICE PRESIDENT
• Assist the President in her duties.
• Assume the President’s responsibilities in her absence.
• Coordinate all conferences.
• Keep accurate records of all meetings in the Secretary’s absence.
• Plan and be responsible for all retreats and training of the organization.
• Perform an audit of all financial transactions of the organization once per semester.
• Provide all documents and records pertaining to her responsibilities to the newly-elected Vice President.
• Assist in special projects as assigned by the President.

SECRETARY
• Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
• Keep accurate minutes and records of all meetings.
• Maintain accurate list of members and their contact information.
• Prepare the organization’s Update Form to submit to OSI at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
• Take attendance at all meetings and maintain an attendance record.
• Prepare ballots for elections.
• Check eligibility for potential officers, prior to annual elections.
• Keep copy of constitution and have available for members.
• Provide all documents and records pertaining to her responsibilities to the newly-elected Secretary.
• Assist in special projects as assigned by the President.
TREASURER

• Keep an accurate account of all funds received and expended.
• Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Office of Student Involvement.
• Be one of three signers on financial documents.
• Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the President.
• Provide financial records sufficient to allow the Vice President to perform audits.
• Provide all documents and records pertaining to her responsibilities to the newly-elected Treasurer.
• Assist in special projects as assigned by the President.