GES CoM Officer Duties for 2013-2014

**President - Molissa**

* Delegates tasks to other officers
* Liaison between SGA and the organization
* Calls special meetings of the organization
* Facilitates officer & general body meetings
* Presides over all organizational meetings
* Oversees event planning
* Creates meeting agendas
* Provides encouragement and motivation to officers and organization members
* Represents organization to the university
* Liaison w/ Maggie
* Assists other officers w/ tasks
* Chairs Panel Committee

**Vice President - Shanell**

* Assumes the duties of the President in the case of her/his absence
* Responsible for communication between officers
* Ensures that officer’s fulfill their duties
* Provides encouragement and motivation to other officers and organization members
* Perform other duties as directed by the President
* Liaison between officers and outside world
* Takes notes at officer meetings, sends follow up & reminder emails
* Chairs Group Development Committee

**Treasurer - Jasmine**

* Is familiar with school’s accounting procedures and policies
* Attends Treasurer training mandated by SGA
* Keeps and maintains all of the organization’s financial records
* Prepares and submits financial reports to organization’s officers
* Prepares all request for funds
* Prepares organization’s budgets
* Advises members on financial matters relative to the organization
* Prepares purchase orders forms, etc.
* Performs other duties as directed by the President
* Collect all money from club projects
* Chair Fundraising Committee

**Secretary – MaryAnne**

* Takes notes at general body meetings
* Posts notes to myUMBC group page
* Sends out emails to list serve about upcoming meetings & events
* Keeps a record of all activities of the organization
* Keeps a record of all members of the organization
* Keeps organization informed of relevant business and activities
* Maintains organization’s records and storage
* Collects organization mail whenever mail is received
* Maintains attendance at all meetings
* Prepares and files any report required
* Performs other duties as directed by President
* Co-chairs \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ committee

**Public Relations Officer - Brooke**

* In charge of SOND basement bulletin board
* Updates Facebook page
* Updates myUMBC group page
* Does advertising for events (fliers, spotlights, announcements in class)
* Coordinates membership recruitment and retention events
* Prepares and implements plan for membership recruitment and retention
* Prepares semesterly evaluations of membership trends
* Assists secretary in writing and preparing news about organization’s events
* Perform other duties as directed by President
* Chairs Event Committee