Officer Positions

* President
	+ Preside over all meetings and reserve the right to call unscheduled meetings that are appropriate
	+ Preside over the Executive Board and over all Executive Board meetings
	+ Serve as the main spokesperson of the organization
	+ Work with the Executive Board when collaborating with other organizations on projects
	+ Reserve the power to write and sign checks in the absence of the treasurer
* Vice President
	+ Serve as the secondary spokesperson of the organization
	+ Assist president in any and all Newman Club activities
	+ Preside over Executive Board meetings in the absence of the President
* Secretary
	+ Record the minutes of all Executive Board meetings
	+ Record the minutes of all General Body meetings
	+ Inform members of all events via e-mail, Facebook or phone
	+ Be the primary liaison between the Executive Board and General Body members
	+ Record and maintain an attendance record for attendance to meetings and events
	+ Print and distribute documents necessary for meetings and events
	+ Maintain and organize historical information
* Treasurer
	+ Manage the finances of the organization including dues, fundraising activities, and donated funds
	+ Write and sign checks for the organization
	+ Coordinate fundraising activities and head the Fundraising Committee
	+ Create a budget for each academic school year and submit it to the Executive Board and the Student Government Association
* Webmaster
	+ Manages the Newman Club webpage as well as the myUMBC page and Facebook page
* Music Director
	+ Manages all things music related for mass and events