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