

President

- Act as executive officer of the organization
- Preside at all meetings of the organization
- Act as chairman of the executive committee
- Exercise general leadership and supervision over the affairs of the organization, implementing its purpose.
- Assign other duties for members/officers to complete as necessary
- Keep the EdSAC binder in working order and up to date
- Must turn over binder to successor within 30 days of retirement

Vice President

- Make sure attendance is taken at each event and meeting
- Take over meeting in the absence of President
- Make sure every event has Members signed up to work
- Give attendance sheets to President after each meeting
- This position must be filled every semester
- Will absorb duties of Membership in the absence of Membership officer

Secretary

- Take minutes at each meeting and send them to President and Barbara Amos within 3 days after the meeting/event.
- Keep a permanent book of all minutes
- Circulate proposed amendments to all members

- Must turn over up-to-date records to successor within 30 days of retirement
- This position must be filled every semester
- Will absorb duties of Publicity in the absence of Publicity officer

Publicity

- Send announcement to all Edsac members prior to Edsac meetings or events.
- Make posters and flyers for all meetings and events
- Have announcements posted by student activities for all Edsac events and meetings.

Membership

- Keep track of members are maintaining membership agreement (attendance will be sent via email by President after each meeting)
- Have membership forms ready by Call Out Meeting
- Have membership forms at each meeting for new members
- Delegate jobs to members for each event
- Update membership agreement (with consultation from other officers) as needed

Bulletin Boards

- Have bulletin board completed by the beginning of semester
- Complete poster for the Activities Fair
- Update the bulletin board with pictures, etc. at least once a month
- Create any additional bulletin boards relevant to upcoming events
- In the absence of this office, the executive committee will appoint a committee to fulfill these duties.