

GYLN – MSU Chapter
Job Description of Executive Board Officer Positions

**These descriptions are intended to provide general guidance and are neither exhaustive, exclusive, nor rigid*

President

- Provides leadership and direction to the club's organization;
- Presides at meetings of the club and oversees the activities of the executive committee and club advisors (staff members);
- Represents GYLN at external meetings;
- Coordinates club activities through the executive committee and club advisors;
- Establishes club objectives and goals in conjunction with the club advisors;
- Structures the club to ensure continuity of leadership by providing opportunities for new leaders to develop and to be mentored;
- Has overall financial responsibility for the club;
- Ensures the completion of the club's annual report and submits it to staff advisors and Sunwah;
- Compile documents necessary to fulfill the duties of the position in order to maintain institutional knowledge.

Vice President

- Presides over meetings in the absence of the president;
- Act as temporary President if the President cannot fulfill their duties or is no longer part of the chapter.
- Provide oversight for the committee system and assist committee chairs;
- Plans, coordinates, and recruits committees to design and implement programs to fulfill club goals and objectives;
- Coordinates programs with the executive committee and club advisors;
- Provides data on previous club events to help chapter benefit from past experience and suggestions for improvement;
- Provides the secretary with timely and interesting information for newsletters, social media, and mailings;
- Provides or coordinates information on forthcoming events to the secretary for inclusion in meeting notes and newsletters;
- Ensures strong leadership succession by identifying and recruiting new club officers;
- Provides orientation and mentorship to new officers.

- Compile documents necessary to fulfill the duties of the position in order to maintain institutional knowledge.

Secretary

- Handles the correspondence of the club and keeps records of it;
- Maintains official records of meetings and other club documents;
- Informs officers of deadlines for reports, mailings, meetings and future commitments;

- Maintains a roster of officers and other club members with current address, including email, and telephone numbers;
- Coordinate internal communications for the club through email, messages and newsletters;
 - Maintain and update email groups
- Maintains complete and up-to-date copies of the club's bylaws and other organizational documents including past, on-going and future projects
- Record attendance at meetings;
- Publicizes meeting agendas before meetings and minutes after meetings.

- Compile documents necessary to fulfill the duties of the position in order to maintain institutional knowledge.

Treasurer

- Serve as the liaison between the Finance Committee and the executive board
- Coordinate and set an agenda for each Finance committee meeting
- Notify committee members about meetings
- Ensure handouts and reports are prepared and sent to committee members in advance
- Record all financial transactions with the financial committee
- Deliver finance reports and notices to executive committee
- Maintains balanced budget for chapter, projects, and grants
- Compile documents necessary to fulfill the duties of the position in order to maintain institutional knowledge.

Internal Affairs

- Serve as the liaison between members and the executive committee
- Coordinate with the External Affairs Coordinator to set an agenda for each Public Relations and Outreach committee meeting
- Notify committee members about meetings
- Ensure handouts and reports are prepared and sent to committee members in advance
- Conduct surveys to ensure objectives are being met
- Encourage members to join committees
- Record any complaints or ideas from general members
- Compile documents necessary to fulfill the duties of the position in order to maintain institutional knowledge.

External Affairs

- Serve as the liaison between the Public Relations and Outreach Committee and the full board
- Coordinate with the Internal Affairs Coordinator set an agenda for each committee meeting
- Propose and lead recruitment efforts on campus
- Publicizes GYLN activities and events
- Collaborates with other RSOs and external partners on projects and events
- Maintain passwords to social media accounts
- Responsible for postings on social media accounts and maintaining an engaging web presence
- Compile documents necessary to fulfill the duties of the position in order to maintain institutional knowledge.

Projects and Planning Coordinator

- Serve as the liaison between the Projects and Planning Committee and the full board
- Coordinate and set an agenda for each committee meeting
- Notify members about meetings
- Coordinate the project plans and organize all required documents;
- Spearhead project proposal composition;
- Be able to discuss all available projects on behalf of the club and help decide what projects to execute;
- Share project details and documents to staff members;
- Propose ideas to the Executive Committee for necessary “Ad hoc” committees per project requirements.

- Compile documents necessary to fulfill the duties of the position in order to maintain institutional knowledge.