

CHAPTERS/CLUBS EXECUTIVE MEMBER ROLES

PRESIDENT

- Signing authority on bank account
- Represents the Chapter/Club at Executive meetings (or appoints an individual to represent in their absence).
- Promotes goodwill for the Chapter/Club
- Organizes the Chapter/Club Executives
- Directs/Leads the Chapter/Club
- Co-ordinates upcoming events

VICE PRESIDENT

- Signing authority on bank account
- Assists the Chapter/Club President in all matters
- Represents the President at any function where the President is unable to attend

SECRETARY

- Signing authority on bank account in the absence of VP
- Provides financial statements, minutes and maintains an activity file of Chapter/Club
- Ensures that the SCSU, Executive (and/or Faculty Advisor) is informed about fundraising and other activities

TREASURER

- Manages funds and prepares budget in accordance with SCSU policies
- Prepares and submits financial statements after each event to the SCSU Executive Director

STAFF ADVISOR (OPTIONAL MEMBER)

- Maintains close contact with Executives
- Provides support and resources to Executives