PRESIDENT

- Direct the Executive Board members in carrying out the goals and objectives of the organization
- Preside over organization meetings
- Delegate tasks to Executive Board and general members
- Maintain effective contacts and relations with campus partners, university officials, and other organizations
- Meet with advisor occasionally to provide updates, evaluate group dynamics, and assess the direction of the organization
- Abide by and enforce the RHA constitution

VICE PRESIDENT

- Assume the duties of the president in case of absence or incapacity of the president
- Serve as parliamentarian at all organization meetings
- Collaborate with President to provide leadership and direction for Executive Board and general members
- Perform other duties as specified in the organization bylaws
Executive Board Roles and Functions

TREASURER

- Maintain and oversee all bookkeeping with sound accounting procedures
- Serve as a resource to organization members in obtaining and filling out appropriate funding forms
- Prepare, with the advisor, the allocation of organization funds for the year and present to the Executive Board
- Take an active role in fundraising efforts
- Act as the official representative when the president and vice president are not available
- Chair organization meetings if president and vice president are absent

SECRETARY

- Prepare an agenda for all meetings and calendar of events with the President
- Record meeting minutes, serve as chief recording and corresponding officer of all records, and send weekly summaries of agendas and meetings to group members
- Record attendance at all meetings and events
- Ensure all pertinent forms and paperwork are available, completed, and/or signed (waivers, liability, etc.)