

## **VT MANRRS Executive Officers and Standing Committee Descriptions**

### **President**

The President shall:

- Preside over executive board and general chapter meetings.
- Work with Secretary to prepare meeting Agenda.
- Serve as the primary chapter contact.
- Coordinate the Chapter of the Year submission.
- Coordinate the development and approval of the annual budget.
- Assist Advisors in coordinating member travel.
- Appoint committee Co-Chairs in consultation with executive board.
- Appoint ad hoc committees as needed.
- Appoint members to fill vacant leadership positions.
- Plan officer orientation and organizational retreats.
- Schedule locations for meetings and events.
- Ex officio member of all committees.
- Assist Advisors as needed.

### **Undergraduate Vice President**

The Undergraduate Vice President shall:

- Assume the duties of the President when he/she is unable to preside.
- Assist the Director of the Community Engagement Committee.
- Coordinate MANRRS representation in the following organizations:
  - Latino Association of Student Organizations (L.A.S.O.)
  - Black Organizations Council (BOC)
  - CALS Diversity Council
  - Student Government Association (SGA)
- Assist the President in scheduling meetings and events.
- Assist in the development and approval of the annual budget.
- Assist with the Chapter of the Year submission.
- Present a Vice President's Report at general meetings.
- Perform other duties as directed by the President.

### **Graduate Vice President**

The Graduate Vice President shall:

- Coordinate activities and correspondence with college administrators, faculty, and staff.
- Assist the Director of the Membership Development Committee.
- Assist with Graduate School recruitment of underrepresented students into CALS/CNRE.
- Serve as MANRRS representative on Graduate Student Assembly (GSA) and inform graduate members of pertinent college and university events.

- Assist in the development and approval of the annual budget.
- Assist with the Chapter of the Year submission.
- Present a Vice President's Report at general meetings.
- Perform other duties as directed by the President.

### **Secretary**

The Secretary shall:

- Disperse all chapter correspondence to internal and external stakeholders including the announcement of meetings and events.
- Record and maintain general and executive meetings minutes.
- Maintain a record of all committee reports.
- Keep a record of all Chapter members.
- Maintain Chapter's Calendar of Events.
- Assist in the development and approval of the annual budget.
- Assist the President in preparing the meeting agenda.
- Present meeting minutes at executive and general meetings.
- Assist with the Chapter of the Year submission.
- Perform other duties as directed by the President.

### **Treasurer**

The Treasurer shall:

- Keep a record of all receipts and disbursements.
- Assist the Director of the Fundraising Committee.
- Assume the duties of the Secretary in his/her absence.
- Draft and propose any request to be submitted to the Student Centers and Activities Budget Board.
- Present a Treasurer's Report at executive and general meetings.
- Assist with the Chapter of the Year submission.
- Perform other duties as directed by the President.

### **Committee Directors**

The committee Director shall be appointed by the President (in consultation with the executive board). Appointment of Directors shall be initiated through self-nominations by way of a Director Nomination Form. Appointed Directors will work with the assigned executive officer to coordinate committee meetings, organize activities, and submit written committee reports to the Chapter Secretary.

**Community Engagement Committee** shall organize the following activities:

- Development of an external stakeholder network.
- Promotion and advertisement of the chapter.

- Management of all VT MANRRS social media.
- Community service activities.
- Committee recommendations and reports to the membership at the general meetings.

**Fundraising Committee** shall organize the following activities:

- Fundraising efforts.
- Chapter social activities.
- Membership travel.
- Committee recommendations and reports to the membership at the general meetings.

**Membership Development** shall organize the following activities:

- Recruitment events.
- Professional development activities.
- Member recognition celebration.
- Special projects (i.e., Service abroad, cultural exploration, assessment and evaluation).
- Visual record of all chapter activities.
- Committee recommendations and reports to the membership at the general meetings.