

- **President**

Oversees the entire organization and ensures the achievement of the goals set forth by the organization; creates the agenda for Executive Board and General Body Meetings; leads Executive Board meetings; works with the Vice President to plan all regularly scheduled General Body Meetings and MAPS events; oversees all committees and other board members; knowledgeable about the financial status of the MAPS Chapter; works on events with the Vice President to publicize MAPS and the mission of MAPS; must represent organization at official functions, remain fair and impartial during organization decision making processes, attend all e-board, general meetings, and events.

- **Vice President**

- Assumes the duties of the President in their absence. The Vice-President shall also oversee the planning of large-scale events organized (this includes confirming the attendance of Guest Speakers, organizing midterms and finals study sessions, workshops, etc.) in conjunction with the President; plans all General Body meetings with the President; insures that the Executive Board and General Body Meetings stay on track with set agendas; must represent organization at official functions, remain fair and impartial during organization decision making processes, attend all e-board, general meetings, and events, and perform other duties as directed by the President.

- **Secretary**

- Corresponds with other organizations as well as individuals interested in partnering with MAPS, oversees the promotion of mutual relationships with other campus organizations, provide information about MAPS to inquiring parties, publicizes all MAPS events through email and works with the Treasurer to advertise MAPS campus wide events; work with the Executive Director to follow up with guest speakers for future reference; record notes of Executive Board Meetings and make them available for all Executive Board Members; send emails to General Body Members; update the MAPS email list. Must represent organization at official functions, remain fair and impartial during organization decision making processes, attend all e-board, general meetings, and events, and perform other duties as directed by the President.

- **Treasurer**

- Shall be familiar with accounting procedures and policies, serve as the primary signatory on financial accounts, serve as head of finance, pay organization bills, keep all financial records of the organization, prepare an annual budget, prepare all budget requests for funds, prepare and submit financial reports of the members, provide advisor with summary of financial records at the end of the academic year, prepare organization orders, requisition forms, or supply requests, coordinate fundraising drives, represent organization at official functions, remain fair and impartial during organization decision making processes, attend all e-board, general meetings, and events, and perform other duties as directed by the President.

- **Community Communication Chair**

- Shall be responsible for the distribution of any and all advertising media, management of media accounts (Instagram, Facebook, and Discord) for recruitment purposes as well as the promotion of meetings, programs and events. The Media Outreach Chair(s) will also collaborate with the Executive Director to produce the best marketing results and ideas as well as assist in the planning, creating of presentations (slides), and implementation of events/programs. Must represent organization at official functions, remain fair and impartial during organization decision making processes, attend all e-board, general meetings, and events, and perform other duties as directed by the President.
- **SNMA Liaison (2x)**
 - serves as the liaison between affiliate MAPS chapters and UCSF SNMA. Promote and publicize SNMA events throughout northern california. Apply for conference funding (AMEC). Meets with SNMA at least twice a month and plans events with SNMA once a month. Keep a steady relationship with SNMA members and make sure to communicate with them regularly.