

**IMPORTANT:** All Executive Board Titles are year long positions. If you are unable or willing to commit to this position please inform Cindy Fox or someone on the Executive Board. This means, if you are planning to graduate in the Fall you will not be able to apply. All new appointed Executive positions should be voted on at the end of the Spring semester to prepare for the following Fall semester of the new school year.

## VP of Membership Responsibilities and Duties:

- Keep track of all meeting minutes
- Keep all meeting minutes neatly organized and filed
- Take notes of what is being discussed in each meeting and neatly organize/separating old business news from new business news
- Forward all business news to the Communications executive in order for them to forward out any missed information to the members who did not attend the chapter meeting
- All notes recorded should remain organized and filed properly.
- Keep track of attendance for all events and Chapter meetings
- Keep track of the point system and ensure it remains up to date
- Create points system for events (Select the amount of points of each event at your own discretion)
- The secretary is responsible for making sure AMA applies for grants and hitting deadlines with the correct information
- Ensure students are aware of where they stand on the point system in regarding to qualifying to attend the ICC
- Coordinate with Committee Directors in regards to attendance of events
- Exemplify student integrity and assist fellow members in professional and personal growth development.
- Communicate clearly with our sponsor and Faculty Advisor, Cindy Fox about any issues if any were to arise.
- Coordinate with other members on the executive board in assisting with any documents needed
- Coordinate with and assist the Communications exec with anything he/she needs assistance with in regards to scheduling reports