

*The **President** shall:*

- Oversee the operations, management and success of the group
- Be the spokesperson for the group
- Hold signing officer authority along with the Treasurer for financial purposes
- Preside over board meetings as well as general meetings
- Ensure transition of office to the future Executives
- Be primary signing officer

Additional responsibilities may include:

- Communicating with MSF and the UNHCR about campus activities

*The **Vice-President** shall:*

- Assume duties of the President in his/her absence and assist President in all club activities
- Oversee the various committees
- Ensure that all the activities of the club meet regulations and policies of the University of Toronto
- Coordinate organizational recruitment efforts
- Responsible for Sponsorship
- Create schedules for execs and volunteers

*The **Secretary** shall:*

- Record notes and motions for meetings
- Notify all members of meetings
- Handle official correspondence of the organization

Additional responsibilities may include:

- Keep minutes of meetings

*The **Treasurer** shall:*

- Record all financial transactions of the group
- Hold signing officer authority along with the President for financial purposes
- Maintain a budget of income and expenses along with receipts
- Advise members on financial position of the group
- Prepare an annual budget for the group as well as budgets for specific events
- Look for new sources of club funding through UTSU and other sources

*The **Outreach Coordinator** shall:*

- Overseeing the recruitment campaigns
- Email volunteers and invite them to events, tabling sessions, or general meetings
- Email professors and the President events, cc RefugeAid email, refugeaid@gmail.com
- Invite other clubs/organizations to events

*The **Media Coordinator** shall:*

- Producing all promotional materials
- Be responsible for all marketing
- Maintaining all social media: Facebook, Twitter, and Instagram
- Assist Outreach Officer in maintaining and working with the website

*The **Events Officer** shall:*

- Be responsible for intensive logistical planning of all events, including:
 - Contacting and keeping track of logistical details of every event
 - Communicating with guests