

The **President** is responsible for the following:

1. Presiding at all meetings of the association.
2. Presiding as the chairperson of constitution and by-law committee.
3. Carrying out all of the policies and actions of the organization.
4. Coordinating all activities the organization runs and sponsors with the Executive Board.

The **Vice President of Special Events** is responsible for the following:

1. Promoting the events of the organization.
2. Managing all logistics for each meeting and event hosted by the organization.
3. Scheduling meetings and events through Ithaca College's scheduling system 25Live.
4. Finding and providing ways for CSSA members and Ithaca College students to get involved, including volunteer opportunities, recreational activities, and more.

The **Vice President of Advertising** is responsible for the following:

1. Promoting the events of the organization.
2. Designing materials, including posters, flyers, display boards for the organization.
3. Taking responsibility for the organization's printing and advertising needs.
4. Helping the Executive Board members with coordinating the organization's programs.
5. Managing the organization's social media accounts.
6. Having excellent spelling, grammar, and proofreading skills.

The **Treasurer** is responsible for the following:

1. Coordinating all of the organization's financial transactions and expenses.
2. Preparing and submitting a budget to SGA in regards to financial status for each event/program.
3. Maintaining accurate financial records of the organization's finances.
4. Recording and tracking in-kind donations.

The **Secretary** is responsible for the following:

1. Recording Executive Board/General body meeting minutes.
2. Archiving and organizing the organization's documents and collaterals.
3. Keeping records of attendance of officers at the Executive Board meetings.
4. Preparing and distributing agendas at the Executive Board meetings.