



## The Pre-Occupational Therapy Club at LSU Officer Elections for the 2025 Year

- Eligibility:
  - Full-time student
  - 3.0 GPA and in good standing with the university
  - No disciplinary probations or suspension
  - Must attend 2/3 meetings of each semester. They are typically on Tuesday or Wednesday nights, but this is subject to change
  - Must be available to help for at least one student involvement fair (Fall/Spring) or College of Human Sciences and Education open houses (which are announced during the semester)
  - Be enthusiastic about spreading OT Awareness and take initiative in developing events and meeting activities
- Officer Positions:
  - **President** – oversee the tasks of all other officers; plan, book speakers for meetings, and preside at meetings; coordinate club events (besides philanthropy) and generally deal with club matters and keep in contact with our advisor.
  - **Vice President** – assist the president with tasks and perform the duties of the president during absence. In charge of philanthropy and keeping in contact with Miracle League; coordinate a giveback night benefitting Miracle League
  - **Secretary** – record meeting minutes; send out announcements and meeting minutes; respond to certain e-mails that the President passes down. Write thank you cards for guest speakers
  - **Membership Chair** – responsible for the enrollment process/for registering new members at the beginning of each semester, recording personal and contact information of members and keeping roster updated, and registering members into tigerlink. Promote club membership. Record points in roster and update members on their points for active status. Remove members at the end of the semester that don't reach active status.
  - **Treasurer** – deal with club dues and other fees; handle the organization's money and bank account, responsible for club checks. Keep an accurate record of all club receipts and expenditures. Responsible for buying materials needed for meetings/events (but can ask help from other officers); responsible for buying thank you gift for guest speakers
  - **Social Media/Public Relations Chair** – responsible for keeping social media accounts active and updated with announcements. Record club activities through photos and make fun posts relating to OT. In charge of Pre-OT Facebook and Instagram accounts and responding to members' messages on those medias

