Position	**Description**	**Tasks**
President	Serve as the club leader and oversee all club activity. The club presidents will chair all meetings of Pre-Physical Therapy and Occupational Therapy Club and will call special meetings as needed. The Presidents will guide officers and work in cooperation with all officers to ensure fulfillment of each position's duties and tasks. The Presidents will be responsible for any task an officer cannot fulfill for understandable reasons	● Plan general meetings every two weeks and create the associated presentation ● Plan weekly E-Board Meetings and create the notes for items to discuss ● Delegate tasks/responsibilities ● Stay in contact with our advisor (Dr. K) ● Guide and oversee E-board members to ensure tasks are completed ● Set an example for general members ● Overlook science council and supervising activities ● Plan out monthly campus tours
Vice-President	Oversee all responsibility aside from the President's duties. In addition, will serve as an assistant, aide, and guide for all other executive positions. All tasks unable to be completed by the President, will be administered by the VP	● Preside over meetings if the president is absent ● Assist President in overseeing E-board members to ensure tasks are completed ● Assist in planning the general meetings and weekly E-Board meetings ● Assist president in creating the slides used to present at General Meetings ● Buy gift cards/prizes for social events ● Buy the merch for the semester

Secretary/scheduler	Responsible for taking minutes, managing chapter records, notifying members of meetings and other events, and administering day-to-day activities of the chapter. Take attendance at all meetings and act as the designated signer. Also responsible for reserving rooms for General meetings. Schedulers will be responsible for keeping record of any event paperwork	• Is responsible for ensuring rules, guidelines, and by-laws are followed by the club • Coordinate the date and time for each meeting with the president • Reserve rooms for General meetings and any Guest speakers (building 43 room 110 - make sure enough seats/desks) 2 speakers per month • Keep track of who attends meetings, sign-in sheets or if we do zoom screenshot • Keep a record of any Event paperwork (Google File) • https://25live.collegenet.com/pro/cpp#!/home/dash ← new link for scheduling (2020-2021) • In charge of google calendar for the club
Treasurer	Maintain records and report on financial transactions of Pre-Physical Therapy and Occupational Therapy Club. The Treasurer will be solely responsible for managing funds, collecting deposits, and maintaining accurate financial records	• Budget out the current year and next year finances • Maintain tight overview of all incoming and outgoing funds • Collect Dues and payments of any kind • Count money from fundraisers that require cash • Fill out forms for reimbursement • Get funding allocated to the side for ease of use to reimburse guest speakers for parking, etc. • Double-Check emails on outlook when inputting emails in to the membership list

Club Representative	Responsible for attending Science Council Meetings and getting approval on flyers. They will help organize Science Council events (ex: Science Carnival), and brainstorm ideas for future campus events. Club Representatives are expected to make announcements in meetings and classrooms regarding other club or Science Council events taking place	● Attend all science council meetings IN-PERSON ● Attend all science council events in order to earn points (example the Tuesday events 12-1) ● Attending all science council events through discord ● Organizing science council events/meetings ● Providing weekly updates to the President regarding the upcoming events ● Have notes ready to share during Weekly Eboard meeting from the SC meeting ● Actively take notes on guest speakers (weekly advice for members) - Keep track and update point system ● Organize and hand out merch to members every general meeting (provide updated document)
Event Chair (Workshop chair)	Responsible for creating at least 2 events a semester. Creating events will include planning how the event is run and creating any visual aides needed. In addition to creating these events the Event Chair will provide a planned budget before each event if purchases are required.	● create events that target necessary skills to succeed in this field ○ Examples include interview workshops, ptcas assistance/ scheduling pre-req classes, aide workshops ○ Can also include club social events ● Provide detailed information of the event planned ● Providing weekly updates to the

		president & communications chair
Communications Chair (public relations)	Responsible for overlooking the club's social media accounts and emails. Communications chair will be responsible for creating posts about meetings, events, and any reminders the club may want to publicize.	● Overlook instagram and discord ● Creating general meeting post bi-weekly ● Flyers for general meetings, campus tour, etc ○ Share/text rough draft email on docs to pres/vice pres to double-check BEFORE sending out ● Taking pictures and posting before & during the general meetings
Outreach Chair (external chair)	Responsible for reaching out to local companies and formally organizing volunteer opportunities. They will also be responsible for communicating to other clubs from different schools. The Outreach chair will also help promote our club on and off campus and is expected to work with the communications chair when advertising the club. Assist in reaching out to potential guest speakers.	● connect with local clinics for volunteer and internship opportunities ● Assist in locating and reaching out to potential guest speakers