

AEI NATIONAL OFFICERS RESPONSIBILITIES

PRESIDENT

- PLANNING
 - Create yearly term [vision statement](#) with VP & Secretary
 - Task management for officers to ensure yearly goals are met
 - Strategic planning for future development of AEI Students
- MEETINGS
 - Presides & directs all officers meetings [monthly]
 - Serve as ex officio student voice of all AEI committees
 - Meet with Board of Governors [bi-annually]
 - Meet with Academic Council [bi-annually]
 - [National AEI Presidents Call](#) [monthly]

VICE PRESIDENT

- COMMUNICATION
 - Updates AEI Website with new content ([officers](#), [conference](#))
 - Act as main point of contact between Student Conference Liason & National Officers
- PARTICIATION
 - Encourage chapter participation in [annual competition](#)
 - Coordinate [team building / ice breaker](#) activity during student program of annual conference

SECRETARY

- TRANSPARENCY
 - Scribes during meetings & posts to AEI Officers [Minutes BLOG](#)
 - Plans one [Presidents Senate Video Chat](#) per semester
- NOTICES
 - Update local chapter on when [Annual Reports](#) are due

National Officers Term runs from April to April (Transitioning must occur at the annual conference)

View [annual projects timeline](#) of national officers