

UNO SIE List of Duties

President:

- Conducts all chapter meetings with the help of the Vice President
- Serves as the liaison between the chapter and the faculty advisor
- Prepares and submits annual reports and budgets of the Vice President of Finance
- Sends applicant list to SIE National
- Plans and coordinates the banquet with the Vice President of Programming/Promotions
- Oversees all activities done for the chapter by other officers
- Registers the organization
- Conducts banquet speeches and initiations
- Maintains copies of all member applications and status

Vice President:

- Assumes the responsibilities of the President in his/her absence
- Works closely with the President and the Vice President of Programming/Promotions on scheduling guest speakers
- Coordinates and directs all committees
- Helps plan the schedule for the semester
- Helps conduct chapter meetings
- Conducts the induction at the Banquet

Vice President of Finance:

- Maintain complete records of the chapter members and dues
- Maintains complete records of all financial transactions
- Collects and deposits money when advised by the President
- Prepares preliminary budget
- Collects all member dues
- Works closely with the President

Vice President of Communications:

- Keeps attendance and minutes of all meetings
- Creates all attendance and committee sheets
- Conducts the elections at the end of the year
- Distributes meeting announcements
- Prepares the calendar for the semester with the President
- Emails and/or calls the members to remind them of upcoming meetings and/or events
- Prepares lists of guests for the banquet

Vice President of Programming/Promotions:

- Selects and contacts speakers for chapter meetings
- Selects the lunch for chapter meetings
- Works closely with the President in planning the banquet
- Helps print documents and mail the invitations
- Works with the President in scheduling committees
- Helps plan the schedule for the semester
- Takes Photos at meetings and/or events and sets up a scrapbook

Vice President of Public Relations/Special Events Coordinator:

- Works with the President and Vice President in planning social events
- Contacts the event place and sets up dates and discounted rates (if applicable)
- Helps put together events on campus (i.e. Fall Fest, bake sale, banquet, etc..)
- Prints fliers for all meetings and posts them three days prior to meeting
- Finds dates of campus wide activities