

ASA Officer Descriptions

President

The president's main tasks are to

- Organize officer meetings, including task delegation and setting of objectives
- Keep SGA, ASA national office, etc updated as necessary for changes in group
- Keep on track of things for meetings: scheduling rooms, food, presenters, etc
- Schedule faculty for seminars
- Ensure ONE officer attends the annual Regional Chapter meeting at the ASA Conference

Vice President

The vice-president helps to organize member events, including (but not limited to) the symposium, lunch lectures, and other social activities. When the president schedules the event, the vice president's job is to:

1. Order food. Pay for it yourself, pick it up, and get reimbursed by Latanya in the Student Organization office in the Flag bldg.
2. Print and bring a sign-in sheet. Give the sheet to the treasurer to scan it for the records, then bring the sheet to Latanya to get reimbursed.
3. Maintain the member email list by adding people from the sign-in sheet to the list serv
4. Sign up for the involvement fair and organize our involvement in the event. Even is 1st or 2nd week of Fall semester in August; sign up is in the preceding weeks.

Secretary

1. Maintaining meeting minutes: minutes should include list of members present, meeting date, and an outline of topics discussed and notes on any decisions made. Minutes should be uploaded to the ASA drive.
2. Making the posters for lectures and events (poster template can be found on the ASA drive)
3. Posting announcements about upcoming events to the website

Treasurer

1. Keep records for ASA Annual Financial Status Report
2. Handle agency reimbursements and deposits through Georgia Tech Student Organization Finance Office

Representative to National

1. Attend the national ASA meeting if required
2. Contact ASA Nationals to update the national office of our new officers