

Honors Student Association

Board Member Responsibilities

All board positions require a time commitment. All board members assist other members with responsibilities. There will be other responsibilities as they arise, other than just the ones listed below.

To run for the position of President or Vice President for the 2010-2011 HSA board, members must hold a current board position on the HSA 2009-2010 board.



President

- Acts as chief executive officer of HSA assisting all board members with their duties
- Presides over meetings
- Creates agendas for meetings
- Acts as main facilitator of all forms and reports to the Honors College business manager

Vice President

- Serves as main event coordinator with assistance from board members
- Assists president and facilitates meetings in absence of the president
- Serves as budget controller for the organization

Secretary

- Is responsible for coordinating all communications with HSA Including:
 - Meeting recap emails
 - Event reminders
 - Responses to members email questions
- Types up agendas for meeting, sign in sheets, and activity interest surveys
- Maintain the HSA mailbox and address book

Treasurer

- Designs the HSA Budget for the year prior to the start of the school year
- Discusses any monetary issues with the Honors Staff (food for end of semester events, etc.)
- Gets room reservation for all HSA events, including meetings

Public Relations Officers

- Prepares fliers for upcoming meetings and events.
- Constantly look and implement ways of getting HSA out there

Webmasters

- Maintains HSA's Website
- Must demonstrate experience in creating, maintaining, and updating websites
- Help with any technical issues presented in meetings