

### President

The President shall establish and maintain operation of the organizations, call and preside over organization meetings, and answer for all actions of the other officers/members. The President shall have power to request, upon three days notice, an audit of the Treasurer's books. The President shall also meet with the organization Advisor at least twice per month. There is only one President position available

### Vice-President

The Vice-President shall assist the President with all administrative duties and assume those duties in the absence of the President. The Vice-President shall also serve as the official liaison between the Department of Residence Life and the organization; in this role the Vice-President shall meet with the Director and/or Associate Director of Residence Life once per month. In addition, the Vice-President shall meet with the organization Advisor at least once per month. There will be a Vice President from Fenn Tower and one from Euclid Commons serving on the executive board.

### Secretary

The Secretary shall keep accurate and detailed records of all meetings and affairs, transmit all official organization correspondence, and coordinate preparation and distribution of information/materials. The Secretary shall post notice of all open meetings at least three days in advance. The Secretary is responsible for posting the minutes from each meeting at least 24 hours after a regularly scheduled meeting. There is only one Secretary position available.

### Treasurer

The Treasurer shall administer the financial affairs of the organization. The Treasurer, under the guidance of the organization Advisor, shall receive and distribute organizational funds, make financial reports at all meetings, and maintain an accurate record of organizational funding. The Treasurer shall also coordinate all fund raising events. The Treasurer shall meet with the organization Advisor at least twice per month. There is only one Treasurer position available

### National Communications Coordinator (NCC)

The National Communications Coordinator shall be responsible for maintaining affiliation and serving as the organization liaison with the National Association of College and University Residence Halls Inc (NACURH). The NCC shall meet with the organization Advisor at least once per month. The NCC is also responsible for Of-The-Months recognition awards that are presented on a monthly basis to students and people in the community. Printing and designing the certificates is the sole responsibility of the NCC representative. There is only one National Communications Coordinator position available.

### Student Representative

The Student Representative shall be responsible for presenting their respective buildings on all matters brought before the organization. The student representatives shall be responsible for sharing resident concerns with the organization. The student representatives will meet with the organization Advisor when appropriate. They are also responsible for advertising in their particular building when events/programs are approaching. Regular maintenance and updating of the bulletin boards is also the responsibility of the student representative. There will be a student representative from Fenn Tower, Euclid Commons, and Heritage Hall.