

SDA Officer Duties

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| President | Preside over all meetings. Organize yearly calendar with the officers and advisor. Appoint necessary committees and act as an ex-officio member of all committees. Prepare agenda for all meetings. Participate in all club meetings, activities and fundraisers. |
| President-Elect | Assume a two-year commitment, becoming the president the following year. Assume the presidency in the absence of the president. Arrange for speakers and/or activities for all SDA meetings. Prepare and put on the annual SDA Banquet in the spring. Reinstatement the organization every year through the Student Activities Office. Participate in all club meetings, activities and fundraisers. |
| Secretary | Keep minutes of all meetings. Conduct all correspondence including thank you notes to speakers. Design questionnaires and applications as needed. Keep the membership roster current. Participate in all club meetings, activities and fundraisers. |
| Treasurer | Keep all financial obligations from the organizations funds, including but not limited to; the collection of dues, the distribution of officer reimbursements, and the completion of bank procedures. Make a budget, annually, and assure officers adhere to it as closely as possible. Apply for club funding and complete expense forms for reimbursement. Take inventory and organize club cabinet. Participate in all club meetings, activities and fundraisers. |
| Public Relations | Keep the members aware of current and proposed activities. Publicly represent the club to the campus. Produce a monthly newsletter in print and email form for the members. Keep all bulletin boards up to date and in pristine condition throughout the year. Participate in all club meetings, activities and fundraisers. |
| Fundraising Coordinator | Plan the agenda for the year's fundraisers and with other fundraising coordinators, officers and advisor. Organize and plan all fundraisers. Coordinate the purchase of all supplies needed for |

each fundraiser. Communicate with the volunteer coordinator to staff each fundraiser. Participate in all club meetings, activities and fundraisers.

Volunteers Coordinator

Contact local hospitals and non-profit organizations for potential volunteer opportunities. Keep members informed of all volunteer opportunities related to dietetics/food and nutrition. Track member participation. Participate in all club meetings, activities and fundraisers.

Social Chair

Arranges food and décor for general meetings. This position may involve buying supplies or seeing that they are brought by SDA members. May require showing up to meetings 15-30 minutes early to prepare. Must fill out a check reimbursement form and attach receipts and turn in to treasurer. Participate in all club meetings, activities and fundraisers.

Historian

Make sure that every SDA involved event is documented by pictures or event memorabilia (brochures, agendas, etc.) At the end of the year the Historian is responsible for preparing the banquet slide show. Participate in all club meetings, activities and fundraisers.