Student NATS at Indiana University

Officers (Executive Board)

April 8, 2014

• President
  o Coordinates all activities of the organization.
  o Liaison to the University community.
  o Official representative of the organization.
  o Calls regular and special meetings.
  o Presides at meetings.
  o Prepares agenda for meetings.
  o Coordinate any guest speakers and/or special events.

• Vice President
  o Assumes duties of President when necessary.
  o Assists President in coordinating activities.
  o Liaison to the Voice Department.
  o Assists the President in coordinating guest speakers and/or special events.
  o Chair of the Special Events Committee
  o President-Elect for the following term.
  o Chair of the New Voice Educators Symposium

• Treasurer
  o Liaison to the Student Activities Office for the purpose of organizational funding.
  o Maintains accurate and current account of all organizational funds.
  o Responsible for dispensing of funds in accordance with goals and programs established by the organization.
  o Responsible for the collection of dues.
  o Shall be the chair of the Fundraising Committee

• Recording Secretary
  o Assists President and Vice President to coordinate organization activities.
  o Keeps accurate minutes of each meetings and forwards copies to other officers within one week of the previous meeting.
  o Keeps attendance records for meetings.
  o Shall obtain notes and records of the activities of all committees and incorporate them into organization records.
  o Assists Historian in compiling such records into annual Scrapbook.
  o Assists Historian in maintenance of the Chapter locker

• Membership Secretary
  o Maintains accurate and current information of the organization’s membership, including current members addresses, phone numbers and e-mail addresses, and such other information as may be required for statistical records and assessment.
  o Maintains membership records in a format, which can be passed on to the next office holder, such as CD ROM, card file, etc. in the form of a Membership/Alumni Database.
  o Responsible for membership recruitment.
  o Responsible for any correspondence with the NATS national organization regarding membership of the Chapter.
  o Shall chair the Membership and recruitment committee.

• Corresponding Secretary
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- Shall have charge of all correspondence related to the organization, including, but not limited to, all interaction with the NATS national organization, NATS Regional chapters, and community. This shall include mailings as well as e-mail communications.
- Encourage communication with other chapters, including the sharing of chapter newsletters.
- Responsible for obtaining gifts for guest speakers and patrons, including thank you notes, etc.

- Historian
  - Responsible for the preparation of an annual summary of Chapter activities and programs.
  - Maintains the Chapter scrapbook and other historical Chapter records, including Chapter Minutes, Roll books, etc.
  - Maintenance of historical records so that future members can access them.
  - Responsible for all photography and videography for Chapter events.
  - Responsible for maintenance and monthly updating of the Chapter Bulletin Board in Clouse's Lounge.
  - Responsible for maintenance of the Chapter locker, including cleaning, upkeep of Chapter supplies and records, etc.

- Webmaster
  - In charge of maintaining, updating and maintaining content on the official Student NATS at IU webpage.
  - Administrates official Student NATS at IU e-mail account.
  - Administrates Student NATS at IU Listserv lists.
  - Responsible for annual New Voice Educators Symposium webcast.