

Officer responsibilities will begin unofficially with training and transition in the Spring semester you are elected and formally begin for the upcoming academic year in the Fall and Spring semesters.

President

- Making sure other officers are aware of upcoming events
- Oversees officer transitions (training, documentation)
- Communicating with outside “recruiters/associates”
- Delegating assignments to officers
- Coordinating staffing for CTHS events (Welcome Week, New Student Orientations, etc)
- Leading meetings
- Maintaining the CTHS Gmail account
- Following up with officer assignments
- Be present at meetings/events/tabling/orientations
- Collaborate with other officers on the mission for the society and communicate this with all the members.
- Select a service project or theme for the year.
- Notify scholarship recipients of their awards.
- Speak at all recruiting events and socials
- Participate in the Induction Ceremony
- Mentor incoming transfer students

Vice-President

- Letting members know of upcoming events and opportunities
- Plan Induction Ceremony
- Participate in the Induction Ceremony
- Updating CTHS social media
- Keeps track of member attendance at CTHS events
- Maintaining the CTHS email account
- Substitute for President whenever necessary
- Be present at meetings/events/tabling/orientations
- (Should the VP have more responsibility? I see a lot of very specific tasks for the Secretary and Treasurer, which is good. Shouldn't it be similar for the VP?)
- Direct the efforts to choose scholarship recipients
- Oversee and post on social media outlets
- Start an Instagram page and encourage hashtags and set up contests to encourage member participation in social media
- Mentor incoming transfer students

Secretary

- Plan Service Projects
- Maintaining the social media accounts
- Participate in the Induction Ceremony
- Send out doodle polls to officers/advisors for meetings
- Send out doodle polls to members (when needed)
- Schedule meetings that work best with officer/advisor timelines
- Reserve rooms for meetings and events

- Take down notes of officer assignments and plans at meetings
- Making advertisement for events
- Be present at meetings and events
- Take minutes at each meeting - These should be emailed out and discussed at the next meeting to make sure everyone understands their responsibilities and everyone agrees with what has been decided.
- Documents and stores meeting minutes so they are easily accessible.
- Mentor incoming transfer students

Treasurer

- Plan End-of-Semester Socials
- Participate in the Induction Ceremony
- Document process for receiving funding and keep a log of how much money was spent each year for every event
- Pass on budget and funding information logs to successor
- Create an ASUU bill for yearly funding
- Work with an ASUU representative to write bills and have representation for funding
- Request additional funding for specific events as needed
- Maintain bank account
- Collect event fees (bank deposits)
- Communicate with Advisors about membership fees (going into bank account)
- Set up a way for members to pay directly into account?
- Be present at meetings and events
- Collaborate with other officers on what percentage of dues should be used where
 - How much should be used for scholarships?
 - How much should be used for events and food?
 - How much should be used for apparel and swag?
- Mentor incoming transfer students