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