Responsibilities for all officers

- Organize & participate in regular meetings with advisors
- Attend & participate in induction ceremonies
- Be present at events/tabling/orientations whenever possible
- Mentor incoming transfer students
- Arrange event reservations
- Facilitate transition to incoming officers

President

- Delegate tasks to other officers
- Relay the mission of the society with officers and members through actions and events and foster a welcoming and positive community for all students
- Select a theme for the academic year
- Run CTHS OrgSync Page
- Plan officer training/retreat
- Create monthly calendars for Fall and Spring Semesters
- Plan events for monthly calendars
- Communicate with outside recruiters/associates
- Check-in with advisors
- Check-in with other officers as often as possible
- Coordinate staffing for CTHS events (Plazafest, Study Groups, Tabling, Events etc.)
- Lead all meetings
- Speak at all events and socials

Vice President/Marketing Lead

- Create a marketing strategy, delegate to other officers if necessary
- Make advertisements for events
- Maintain the CTHS Gmail account
- Substitute for President whenever necessary
- Inform members of upcoming events and opportunities via regular Newsletter
- Support CTHS scholarship committee
- Organize Plazafest tabling and scheduling
**Secretary**
- Documents and stores meeting minutes on Google Drive at each meeting
- Send out *Meeting Minutes* Email after every meeting
- Record member attendance at CTHS events
- Support CTHS scholarship committee
- Plan Spring induction ceremony

**Activities Chair**
- Plan, organize, and coordinate social events or projects
- Supervise and clean up after each planned activity
- Plan Fall induction ceremony
- Co-coordinate fundraising opportunities with the Community Service Chair

**Community Service Chair**
- Organize, coordinate, and participate in all CTHS community service events
- Set dates and reserve rooms/locations for community service events
- Be in contact with community service offices at the University and in Utah
- Reach out to community partners in search of new opportunities
- Co-coordinate fundraising opportunities with the Activities Chair