

**Officer Description/Responsibilities**  
**(According to the USGBC Penn State Student Chapter Constitution)**

**Section 1: All officers**

1. The term of office for each officer shall be approximately one year, until a successor is elected in the following election.
2. Only active members who are full-time officially registered students shall be eligible to serve as officers in the Club.
3. The attendance of each officer at all general and executive meetings shall be mandatory.
4. In the event of an unexpected vacancy in any office, vacancies will be filled by an officer vote. Any active member may apply to the board to be considered to fill the vacancy.

**Section 2: President**

The President shall be responsible for:

1. Presiding over the meetings.
2. Producing agenda for meetings.
3. Coordinating election and voting only as tie breaker in meetings.
4. Calling special meetings.
5. Acting as the main contact point between the club and the club's advisor.
6. Acting as initial club representative to prospective students.
7. Acting as club representative to organizations and institutions outside Penn State

**Section 3: Vice President**

The Vice President shall be responsible for:

1. Presiding in the absence of the president.
2. Aiding the president in anyway deemed necessary.
3. Serving as a link between the club and related organizations.
4. Serving as a link between the club and the University. (e.g. UPAC)
5. Serve as the main coordinator of the USGBC Penn State Student Chapter website.

#### **Section 4: Secretary**

The Secretary shall be responsible for:

1. Recording and distributing all minutes of meetings and functions.
2. Recording attendance for meetings.
3. Reserving rooms and deciding appropriate locations for meetings and events.
4. Maintaining the official USGBC social accounts and assist the Vice-president in maintaining the USGBC Penn State Student Chapter Website

#### **Section 5: Treasurer**

The Treasurer shall be responsible for:

1. Receive all Club funds, keeping full and accurate account of these funds and depositing all money into the account at the Associated Student Activities office, room 240 Hetzel Union Building (HUB).
2. Collect and determine amount of dues in the beginning of the semester as agreed by other executive officers.
3. The club's account shall be current at all times and a full financial report shall be available upon demand of any Club member or advisor.
4. Shall arrange transportation to all Club functions that require the services of University Fleet Operations.

#### **Section 6: Social Chair**

The Student Relations shall be responsible for:

1. Maintain the welfare of member relationships.
2. Organize internal events that strengthen the bonds between members of the organization.
3. Acts as a bridge between members and the executive board.
4. In charge in recruitment