

**GALVESTON COUNTY AGGIE MOMS' CLUB
OFFICER RESPONSIBILITIES
AS OF 02/24/20**

All officers shall be supportive of club events in addition to their responsibilities. (New Student Conferences, Family Weekend, Finals Survival Kits, The Big Event, Aggie Mom Boutique, Muster).

PRESIDENT

Main Duties:

- President's Planning Day
- New Student Conferences
- Attend Federation Meetings in College Station (Fall, Winter & Spring)
- Preside at all GCAM meetings
- Coordinate Family Weekend GCAM volunteers (Silent Auction handled by VP of Fundraising)
- Act as ex officio member on all committees except Nominating Committee
- Provide President's Passback and review monthly Newsletter each month
- Monitor Gmail account
- Coordinate filing of all Federation forms by deadlines
- Work and assist all Officers and Chairmen at events

Timeline:

Jun: President's Planning Day (Leadership bonding, budget and Calendar for the year)
Jun - Aug: Attend NSC's & speak at each presentation about GCAM & Aggie Moms'
Aug: Attend Fall Federation Dinner/Meeting/Workshops in College Station
Aug: GCAM Moms & Margaritas and Dads & Drafts Social
Sep: Howdy Party & First Meeting
Oct: Family Weekend, Silent Auction, and GCAM to host Watch Party
Oct: Attend Endowment Scholarship Reception at TAMUG with VP at Large
Nov: TAMUG Staff Holiday Craft Show
Nov: Finals Survival Kits
Dec: GCAM Holiday Party/Senior Recognition
Jan: Attend District 6 Meeting
Jan: Attend Winter Federation Dinner/Meeting/Workshops
Jan: Attend Maroon Delegates Coating Ceremony (month may vary)
Jan: Coordinate filing of Federation forms due by February
Feb: Present Annual Club Report at monthly meeting & form Nominating Committee
Mar: The Big Event (chaired by VP of Social Media)
Mar: GCAM hosts reception at Muster
Apr: Aggie Mom Boutique
Apr: Attend Federation Spring Meeting on Saturday morning
Apr: Coordinate filing of Federation forms due in May
May: Last GCAM Meeting - Installation of new officers & Senior Recognition Night

VICE PRESIDENT AT LARGE (IMMEDIATE PAST PRESIDENT)

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences, if possible
- Attend Federation Meetings in College Station (Fall, Winter & Spring)
- Mentor President
- Act as Advisor to the Executive Board and provide assistance to officers
- Assist Officers with any Federation forms, if needed
- Serve as Liaison for Campus Student Organization Donation Requests (financial and service) and review and prepare information for voting at each meeting or by email, if urgent, to officers.
- Review and maintain Scholarship Information page on website (submit any changes to VP of Social Media)
- Review and maintain Student Organization Donation page on website (submit any changes to VP of Social Media)
- Provide information for GCAM Monthly Newsletter relating to Scholarships, Graduation/Senior Awards, Campus Student Organization Donations
- Organize Senior Recognition Award presentation with graduating Aggies and their parents
- Order Senior Recognition Awards to be given at December and May GCAM meetings
- Serve as Chair of the Scholarship Committee
- Work with TAMU Financial Aid and Scholarship Office in relation to GCAM Club and Endowed Scholarships

Timeline

Fall:

- Announce GCAM Club and Endowed Scholarship Recipients (post to Newsletter)
- Attend President's Endowed Scholarship Reception on TAMUG campus
- Advertise GCAM Club and Endowed Scholarship Application Period (begins October 15th)
- Advertise (via email, newsletter, website, Facebook) announcement of upcoming GCAM Graduating Student Award/Senior's for Senior Gift
- Receive requests for Graduating Senior Award/Senior Gifts and place order with Timeworks to have them available for presentation at December meeting
- Present December graduates with gift at December meeting

Spring:

- Prepare VP at Large year-end report
- Provide assistance with year-end reports, if needed, for Federation
- Host Scholarship Committee Meeting and create report based on issues presented throughout year
- Make any necessary changes to GCAM's Student Organization Donation Request form
- Continue to advertise GCAM Club and Endowed Scholarship application period (runs through February 1st)
- Advertise (via email, newsletter, website, Facebook) announcement of upcoming GCAM Graduating Student Award/Senior's for Senior Gift
- Receive requests for Spring Graduating Senior Awards/Senior Gifts, and place order with Timeworks to have them available for presentation at May meeting.
- Present May graduates with gift at May meeting
- Assist with year-end duties, if needed
- Attend President's Planning Day (incoming VP at Large)

1st VP - MEMBERSHIP

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences, if possible
- Attend Federation Meetings in College Station (Fall, Winter & Spring)
- Maintain current list of paid members on spreadsheet and binder of membership forms
- Make any inquires needed to complete membership information
- Maintain monthly meeting sign-in sheets
- Provide updated roster to President, and 5th VP–Social Media (for Facebook & Website)
- Keep Gmail email contacts updated and current
- Verify and collect incoming officers' membership dues (must be paid by June 1st)
- Work with President on any updates needed on membership form
- Inventory membership box items for new incoming officer
- Recruit replacement officer for following year

Timeline

Jun: Attend President's Planning Day

Jun–Aug: New Student Conferences (sign-up to help, if possible)

Jul: Clean-up Gmail, communicate with 5th VP – Social Media to clean-up Facebook & Website

Aug: Send updated membership roster to President and VP of Social Media

Dec: Begin recruiting for replacement, and mentor

Feb: Present Annual Club Report at monthly meeting

Mar: Begin updating membership roster with renewals for following year (starts March 1st)

May: Last GCAM Meeting - Installation of new officers & Senior Recognition Night

2nd VP - PROGRAMS

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences, if possible
- Attend Federation Meetings in College Station (Fall, Winter & Spring)
- Schedule place for monthly meetings, Christmas party, and May Installation meeting
- Arrange for speakers, copy President on all email correspondence
- Arrange for all equipment needed in the meeting rooms (tables, tablecloths, chairs, video equipment, podiums, microphone, etc.) by contacting the GCAM sponsor (Shelly Fordyce)
- Recruit replacement officer for following year

Timeline

May/June: Attend President's Planning Day

June–August: New Student Conferences (sign-up to help, if possible)

December: Begin recruiting for replacement, and mentor

February: Present Annual Club Report at monthly meeting

May: Last GCAM Meeting - Installation of new officers & Senior Recognition Night

*To reserve the Waterfront Pavilion, contact Carmel Julian at 409-741-4064 to see if the room is available. She will tentatively reserve the room. You will then need to log-on to the following link to fill out the request form: <https://www.tamug.edu/adminaux/>
Click the "Events Portal" tab; then click the "External Client Event Portal" tab which will take you to the External Client Sponsor Request Form. Under Event Coordinator Name, fill in the GCAM Sponsor, Shelly Fordyce.

3rd VP – COMMUNICATIONS

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences, if possible
- Attend Federation Meetings in College Station (Fall, Winter & Spring)
- Prepare monthly newsletter from August – May, and one Summer Newsletter for NSC
- Begin mid-month emailing officers to submit entries by your due date
 - Solicit information from any source, as needed
 - Obtain Passback from President each month for first page
 - Email all Aggie Moms' from Gmail account mid-month for any Br'Aggs
 - Gather campus/event information from website and members
 - Assemble info into newsletter format
 - Submit draft to President for review and any officer who submitted an entry
 - Publish/send document via email on 1st of each month in pdf format
 - Send snail mail to designated members
- Prepare summer newsletter by May 15th for disbursement at New Student Conferences
- Recruit replacement officer for following year
- Provide new officer with a flash drive of last two years Newsletter saved in Publisher and as pdf's for reference purposes

Timeline

May/Jun: Attend President's Planning Day

Jun–Aug: New Student Conferences (sign-up to help, if possible)

December: Begin recruiting for your replacement, and mentor

February: Present Annual Club Report at monthly meeting

May: Create Summer Newsletter.

May: Last GCAM Meeting - Installation of new officers & Senior Recognition Night

4th VP – FUNDRAISING/DONATIONS

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences, if possible
- Attend Federation Meetings in College Station (Fall, Winter & Spring)
- Keep detailed records of all fundraising items and orders
- Responsible for fundraising, including:
 - Silent Auction at Family Weekend
 - Orca sales
 - Aggie Mom Boutique
 - Raffles
 - Other fundraising items
- Recruit replacement officer for following year

Timeline

Jun: Attend President's Planning Day

Jun–Aug: New Student Conferences (sign-up to help, if possible)

Oct: Silent Auction at Family Weekend

Dec: Begin recruiting for your replacement, and mentor

Feb: Present Annual Club Report at monthly meeting

Apr: Boutique

May: Last GCAM Meeting - Installation of new officers & Senior Recognition Night

5th VP – SOCIAL MEDIA

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences, if possible
- Attend Federation Meetings in College Station (Fall, Winter & Spring)
- Serve as Facebook Admin (approve new posts, approve new member requests by using updated GCAM Roster provided by 1st VP of Membership)
- Serve as Website webmaster (keep all data current & updated, set-up Volunteer events)
- Serve as The Big Event Chairman
- Recruit replacement officer for following year

Timeline

Jun: Attend President's Planning Day

Jun-Aug: New Student Conferences (sign-up to help, if possible)

Nov: Coordinate with The Big Event Student Director for GCAM donation

Dec: Begin recruiting for replacement, and mentor

Jan: Request volunteers to pack & deliver lunches for Big Event. Set-up on website.

Feb: Present Annual Club Report at monthly meeting

May: Last GCAM Meeting - Installation of new officers & Senior Recognition Night

6th VP – HISTORIAN

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences, if possible
- Attend Federation Meetings in College Station (Fall, Winter & Spring)
- Keep a pictorial history of club meetings, events, functions, etc.
- Prepare annual memory book/scrapbook and present to GCAM President at May meeting
- Attend or assign a photographer for each activity or event in your absence
- Archive annually
- Recruit replacement officer for following year

Timeline

Refer to "Year At A Glance" of planned events for photo opportunities

Jun: Attend President's Planning Day

Jun–Aug: New Student Conferences (sign-up to help, if possible)

Dec: Begin recruiting for replacement, and mentor

Feb: Present Annual Club Report at monthly meeting

May: Last GCAM Meeting - Installation of new officers & Senior Recognition Night

SECRETARY

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences, if possible
- Attend Federation Meetings in College Station (Fall, Winter & Spring)
- Recorder of GCAM Club Monthly Meetings and Board of Officers Meetings
- Submit a copy of Monthly Meeting Minutes to President within one week of meeting
- Proofreads and edits Minutes as needed and resubmits to President
- Present last month's Meeting Minutes at monthly meetings for approval
- Submit approved Meeting Minutes to VP of Social Media to post on website
- Keeps an archival copy of all meeting minutes
- At general meeting, read any club correspondence requested by President
- Recruit replacement officer for following year

Timeline

Jun: Attend President's Planning Day

Jun–Aug: New Student Conferences (sign-up to help, if possible)

Dec: Begin recruiting for replacement, and mentor

Feb: Present Annual Club Report at monthly meeting

May: Last GCAM Meeting - Installation of new officers & Senior Recognition Night

TREASURER

Main Duties

- Attend prior year audit and receive prior year financials in May
- Assist with New Student Conferences
- Meet with President at GCAM's bank to change signers to GCAM's checking account and ensure prior year signers are removed
- Prepare "Proposed Budget" with President and Vice President at Large in May.
- Have draft budget ready for review and approval by the board at President's Planning Day
- Update Treasurer Forms and explain their use to the board at President's Planning Day
- Attend Presidents Planning Day in May/June
- Provide monthly financial reports to officers at the beginning of each month and at monthly membership meetings
- Submit financial reports to VP of Social Media to post on Website under Members Only tab
- Attend Federation Meetings in College Station (Fall, Winter, Spring)
- Deposit all monies, paid invoices, obtain petty cash for events, reimburse members, as needed throughout year
- Send thank you notes for donations
- Reconcile bank statements monthly
- Attend Monthly Meetings and present financials for approval
- Reconcile receipts per Square to actual receipts from each event
- Process website sales and ensure deposits received match sales, per website
- Complete IRS filing in October (990-N)
- Pay sales taxes to Texas Comptroller prior to due date (quarterly or state required timeline)
- Pay Federation dues and fees, and file related forms by deadlines (see Federation website)
- File Federation form Y prior to May 31st deadline
- Assist with Federation Forms due annually by other officers (if necessary)
- Send payments for GCAM scholarships and student organization donations, when approved
- Ensure audit is set for end of club year
- Close out books and provide final "End of Year" financial report to be filed on website and Treasurer files
- Recruit replacement officer for following year

Timeline

- May/June: Attend previous club year audit; Prepare draft budget; Make any changes to reimbursement/fund authorization forms; Become signor on Bank Account; Attend President's Planning Day
- June – August: Assist with New Student Conferences (deposits); File and Pay Quarterly State Sales Tax (if required to be paid quarterly) in July
- October: Complete IRS Form 990-N; File and Pay Quarterly State Sales Tax (if required to be paid quarterly)
- December: Begin recruiting for replacement (and mentor them)
- January: File and Pay Quarterly State Sales Tax (if required to be paid quarterly); Make payment of Federation Dues - Federation Form B (get membership numbers from VP of Membership); Make payment for Boutique Tables (get information from VP of Fundraising) and assist with Federation Form F; Assist President with Federation Form T if necessary
- February: Present Annual Officer Report at monthly meeting
- April: File and Pay Quarterly State Sales Tax (if required to be paid quarterly); Assist with Boutique in College Station as needed
- May: Attend final club year meeting (new officer installation); Prepare final financials/close out books; Attend current club year audit; assist with changing signors on bank account if necessary; File Federation Form Y; Assist VP at Large with Federation Form E and G if necessary

HOSPITALITY

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences, if possible
- Attend Federation Meetings in College Station (Fall, Winter & Spring)
- Responsible for ordering food for monthly meetings and other events, as needed
- Keep an inventory of supplies (kept in GCAM closet)
- Submit reimbursement for purchases within your budget for any out of pocket expenses
- Determine food needs for monthly meetings according to budget set
- Chairs Finals Survival Kits (two a year)
- Recruit replacement officer for following year

Timeline

Jun: Attend President's Planning Day

Jun–Aug: New Student Conferences (sign-up to help, if possible)

Aug: Help President prepare and plan for first meeting (Howdy party) in September

Nov: Fall Finals Survival Kits assembly at November GCAM meeting

Dec: Help President prepare and plan GCAM Christmas Party

Dec: Begin recruiting for replacement, and mentor

Feb: Present Annual Club Report at monthly meeting

Apr: Spring Finals Survival Kits assembly at April GCAM meeting

May: Last GCAM Meeting - Installation of new officers & Senior Recognition Night

CHAPLIN

Main Duties

- Prayer at beginning of membership meetings
- Recruit replacement for following year