*\*\*Our bylaws are currently being reviewed by a committee and will be presented for discussion, approval and voting in the months ahead. Some of the duties may be adjusted from what are listed here. All officers shall be supportive of the Club Events: Big Event, Boutique, Family Weekend, Fundraising, Midnight Munchies, Muster, New Student Conferences, and Survival Boxes.*

**1st VP - Membership**

**Main Duties**

* Attend Presidents Planning Day – May
* Attend related workshops at the August Federation Meeting in College Station
* Work with President on any updates needed for membership forms to present to Board approval
* Maintain current list of paid members and notebook of membership forms
* Make any inquires needed to complete membership information
* Maintain monthly meeting sign-ins (self or subcommittee)
* Collect member participation volunteer list from all events for Student Awards points collection
* Provide updated member list of memberships to Presidents
* Provide updated member list to Officers as needed
* Communications with prospective members, copy President
* Keep gmail email contacts updated and current
* Verification and collection of incoming officers' membership dues
* Attend, or send subcommittee member to work the New Student Conferences
* Cross check members with Social VP for Facebook and Evites
* Inventory membership box items for new incoming officer
* Recruit replacement officer for following year

**Timeline**

May - Attend Presidents Planning Day

New Student Conferences in June, July and August (self or subcommittee)

July – clean up gmail and communicate with Facebook coordinator

Send updated roster to President and officer’s prior to September Meeting

December – Prepare for points drawing, begin recruiting for your replacement, mentor

February – Annual Club Report at monthly meeting

April- Prepare for points drawing

**2nd VP - Programs**

**Main Duties**

* Attend Presidents Planning Day – May
* Attend related workshops at the August Federation Meeting in College Station
* Schedule monthly meeting locations and arrange speakers as needed, copy President in all correspondence
* Prepare evite/facebook request form and disperse to Event Chairs – post as requested
* Tag Facebook postings with event chair or person that filled out request form
* Send monthly meeting evites 10 days prior and respond to posted questions
  + These should look the same each month so special events stand out
* Introduce program speakers or assign someone else to
* Recruit replacement officer for following year

**Timeline**

May - Attend Presidents Planning Day

July – Send Officers and Event Chairs, Posting Request Form and educate them on

Procedures

Dec - Begin recruiting for your replacement, mentor

February – Annual Club Report at monthly meeting

**3rd VP – Communications**

**Main Duties**

* Attend Presidents Planning Day – May
* Attend related workshops at the August Federation Meeting in College Station
* Prepare monthly newsletter and disperse via gmail, Facebook and any postal mail
* Prepare submission forms to collect data and disperse to Event Chairs
* Solicit information
  + Gather campus / event information from website and members
  + Assemble info into newsletter document
  + Publish/send document via GCAM e-mail
  + Send snail mail to designated members
* Notify the local media for press releases when needed
* Prepare and complete the summer newsletter by June 1st for disbursement at New Student Conferences.
* Summer Mail-out – Submit zip-code forms to CStat, reduce summer newsletter, include HOWDY Party invite
* Recruit replacement officer for following year

**Timeline**

May – Attend Presidents Planning Day

February – Annual Club Report at monthly meeting

Dec - begin recruiting for your replacement, mentor

May – work with your replacement to create the Summer Newsletter. Needed by June 1 NSC.

**4th VP – Fundraising/Donations**

**Main Duties**

* Attend Presidents Planning Day – May
* Attend related workshops at the August Federation Meeting in College Station
* Recruit and train team to generate our 501c3 status with local merchants
* Build relations with local merchants
* Keep detailed records of income and report to Treasurer
* Responsible fund raising opportunities including
  + Donations
  + Boutique items
  + November Holiday Craft on campus (run ad in the Sea Aggie Daily)
  + Monetary & gift cards
* Monthly meeting door prizes and student cash drawings
* Recruit & train subcommittee
* Recruit replacement officer for following year

**Timeline**

May - Attend Presidents Planning Day

February – Annual Club Report at monthly meeting

**5th VP – Social Media**

**Main Duties**

* Attend Presidents Planning Day – May
* Attend related workshops at the August Federation Meeting in College Station
* Serve as Facebook Administrator with Membership
* Prepare Facebook event post request form and disperse to Event Chairs
* Post Facebook event invitations tagging the Event Chair who requested
* Maintain the Galveston County Aggie Moms Website
* Recruit replacement officer for following year

**Timeline**

May – Attend Presidents Planning Day

February – Annual Club Report at monthly meeting

**6th VP – Historian**

**Main Duties**

* Attend Presidents Planning Day – May
* Attend related workshops at the August Federation Meeting in College Station
* Keep a pictorial history of the Club
* Prepare annual scrapbook and present to GCAM President at May meeting
* Submit memorable club moments to Federation Historian for Fed Pres. scrapbook
* Attend or assign a photographer for each activity or event
* Archive annually
* Recruit replacement officer for following year

**Timeline**

See annual timeline of planned events for photo opportunities

May- Attend Presidents Planning Day

February – Annual Club Report at monthly meeting

**Secretary**

**Main Duties**

* Attend Presidents Planning Day – May
* Attend related workshops at the August Federation Meeting in College Station
* Keep meeting minutes and furnish the Officers with a copy after each meeting
* Present last month’s meeting minutes at monthly meetings
* Keep an archival copy of the minutes
* Regularly check and respond to the club gmail account with President and Membership
* Recruit replacement officer for following year

**Timeline**

Send meeting minute notes within a week of meeting date

May- Attend Presidents Planning Day

February – Annual Club Report at monthly meeting

**Treasurer**

**Main Duties**

* Present financials at May annual audit
* Attend Presidents Planning Day – May
* Attend related workshops at the August Federation Meeting in College Station
* Receive, hold, and disburse all monies
* Provide monthly financial reports at each meeting as well as to the President via email
* Keep and organize the annual income and expenses as well as expense statements in a binder
* Maintain the checkbook, as well as any other financial responsibilities, needed
* File annual taxes
* Pay Federation Dues
* Pick up mail at the Texas City P.O. Box weekly
* Provide a budget to all Event Chairs and Officers
* Keep timely communications
* Recruit replacement officer for following year
* Appoint a Bank Statement Assessor- 2nd set of eyes

**Timeline**

May- Attend Presidents Planning Day

February – Annual Club Report at monthly meeting

File forms request from IRS and Federation- Get with President

**Chaplin**

**Main Duties**

* Attend Presidents Planning Day – May
* Attend related workshops at the August Federation Meeting in College Station
* Invocations, benedictions and prayers as requested at club meetings and events
* Counsel when needed
* Recruit replacement officer for following year

**Timeline**

May- Attend Presidents Planning Day

February – Annual Club Report at monthly meeting

**Hospitality**

**Main Duties**

* Attend Presidents Planning Day – May
* Attend related workshops at the August Federation Meeting in College Station
* Responsible for refreshments at monthly meetings and other events as needed
* Keep a well-maintained inventory supply list and disperse to Officers and Event Chairs
* Prepare and disperse a ‘request’ form to Officers and or Event Chairs for their activities
* Submit appropriate reimbursement paperwork
* Determine food needs for monthly meetings and schedule subcommittee assignments
* Recruit replacement officer for following year

**Timeline**

May- Attend Presidents Planning Day (determine what is needed for each meeting)

February – Annual Club Report at monthly meeting

**President**

**Main Duties**

* It shall be the duty of the President to preside at all meetings. She shall act as ex officio member on all committees except the nominating committee, and shall perform all other duties which pertain to the office including all correspondence to and from, the email group account.

**Timeline**

May- Plan Presidents Planning Day (Leadership bonding, budget and Calendar Planning for the year)

February – Annual Club Report at monthly meeting

**President Elect**

This is a new position with duties discussed by Bylaw Committee to be voted on by club membership.