

OFFICER DUTIES

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

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

June: President's Planning Day (Leadership bonding, budget and Calendar for the year)
June-August: Attend and speak at NSC's about GCAM
August: Attend Federation Meeting in College Station
August: Parent Social
September: First GCAM meeting and Howdy Social
October: Family Weekend
December: GCAM Holiday Party
February: Present Annual Club Report at monthly meeting
February: Attend Federation District Meeting
February: Federation Aggie Mom Camp
April: Boutique & Federation Meetings in College Station
May: Installation Meeting & Senior Recognitions

President Elect

Main Duties

- Attend President's Planning Day
- Attend August Federation Meeting in College Station
- Assist President, as needed or as requested
- Mentored by President for following year's position as President
- Recruit replacement officer for following year

Timeline

June: President's Planning Day (Leadership bonding, budget and Calendar for the year)
June-August: Assist with NSC's
August: Attend Federation Meeting in College Station
October: Family Weekend
February: Present Annual Club Report at monthly meeting
May: Installation Meeting & Senior Recognitions

President at Large:

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences
- Attend August Federation Meeting in College Station
- Mentor President and President-Elect, as needed and when requested
- Act as Advisor to the Executive Board and provide assistance to officers, if needed
- 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
- Review and maintain Scholarship Information page on website (submit any changes to VP of Social Media)
- Review 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, and 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 Scholarships and Endowed Scholarships

Timeline

Fall:

- Announce GCAM Club and Endowed Scholarship Recipients (post to Newsletter)
- Attend President's Endowed Scholarship Reception with President on TAMUG campus
- Advertise GCAM Club and Endowed Scholarship Application Period (begins October 15th)
- Advertise (via email, newsletter, website, Facebook) GCAM Graduating Student Award/Senior Gifts
- 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
- 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) GCAM Graduating Student Award/Senior Gifts
- 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 requested
- Incoming President at Large, attend President's Planning Day

1st VP - Membership

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences
- Attend August Federation Meeting in College Station
- Maintain current list of paid members on spreadsheet and notebook of membership forms
- Make any inquires needed to complete membership information
- Chairs Finals Survival Kits (two a year)
- Maintain monthly meeting sign-in sheets
- Provide updated roster to President, and 5th VP–Social Media (for Facebook & Website)
- Provide updated roster to officers, as needed
- Keep Gmail email contacts updated and current
- Verify and collect incoming officers' membership dues
- 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

June: Attend President's Planning Day

June – August: Assist with New Student Conferences

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

August: Attend August Federation Meeting in College Station

August: Send updated membership roster to President and officer's prior to September meeting

December: Begin recruiting for replacement, and mentor

February: Present Annual Club Report at monthly meeting

March: Begin updating membership roster with renewals for following year

2nd VP - Programs

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences
- Attend August Federation Meeting in College Station
- Schedule place for monthly meetings, Christmas party, and May Installation meeting
- Confirm that tables, if needed for meetings, have been ordered (usually 3)
- Arrange for speakers, copy President on all email correspondence
- Recruit replacement officer for following year

Timeline

June: Attend President's Planning Day

June – August: Assist with New Student Conferences

August: Attend August Federation Meeting in College Station

December: Begin recruiting for replacement, and mentor

February: Present Annual Club Report at monthly meeting

3rd VP – Communications

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences
- Attend August Federation Meeting in College Station
- Prepare monthly Newsletter from August – May, including one for summer NSC's
- 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 all officers for any corrections or additions before finalizing
 - Submit final draft to President and those officers who submitted entries for review
 - Publish/send Newsletter via email on 1st of each month in pdf format
 - Send snail mail to designated members
- Prepare summer Newsletter by June 1st for distribution at New Student Conferences
- Recruit replacement officer for following year
- Provide new officer with a flash drive of last two years Newsletters saved in Publisher and as pdf's for reference purposes

Timeline

June: Attend President's Planning Day

June - August: Assist with New Student Conferences

August: Attend August Federation Meeting in College Station

December: Begin recruiting for your replacement, and mentor

February: Present Annual Club Report at monthly meeting

May: Create Summer Newsletter. Needed by June 1st

4th VP – Fundraising

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences
- Attend August Federation Meeting in College Station
- Keep detailed records of income and report to Treasurer
- Chairs Boutique
- Responsible for fundraising, including:
 - Orca sales
 - Family Weekend silent auction
 - TAMUG Holiday Craft Fair
 - Boutique
- Recruit replacement officer for following year

Timeline

June: Attend President's Planning Day

June – August: Assist with New Student Conferences

August: Attend August Federation Meeting in College Station

December: Begin recruiting for your replacement, and mentor

February: Present Annual Club Report at monthly meeting

April: Boutique (report before and after inventory of Orca to President and President Elect)

April: President Elect to recommend what to order for summer NSC's

5th VP – Social Media

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences
- Attend August Federation Meeting in College Station
- Chairs The Big Event
- Serve as Facebook admin (monitor page, approve posts, approve new member requests)
- Serve as Website webmaster (keep current with necessary updates, set-up new members)
- Recruit replacement officer for following year

Timeline

June: Attend President's Planning Day

June – August: Assist with New Student Conferences

July: On 1st, remove non-members from Facebook

July: On 1st, clean-up website of those marked members who are not current members

August: Attend August Federation Meeting in College Station

December: Begin recruiting for replacement, and mentor

March: Chair Big Event

February: Present Annual Club Report at monthly meeting

6th VP – Historian

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences
- Attend August Federation Meeting in College Station
- Chairs Muster Reception
- Keep a pictorial history of club meetings, events, functions, etc.
- Prepare annual memory book and present to GCAM President at May meeting
- Attend or assign a photographer for each activity or event in your absence
- Archive annually (instructions attached from Federation)
- Recruit replacement officer for following year

Timeline

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

June: Assist with Attend President's Planning Day

June – August: New Student Conferences

December: Begin recruiting for replacement, and mentor

February – Annual Club Report at monthly meeting

April: Chair Muster reception

Secretary

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences
- Attend August Federation Meeting in College Station
- Submit a copy of monthly meeting minutes to President within one week of meeting
- Present previous month's meeting minutes at monthly meetings, for approval
- Submit approved Meeting Minutes to VP of Social Media to post on website
- Keep an archival copy of all Meeting Minutes
- Recruit replacement officer for following year

Timeline

Send meeting minute notes within a week of meeting date

June: Attend President's Planning Day

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

December: Begin recruiting for replacement, and mentor

February: Present Annual Club Report at monthly meeting

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 ensured prior year signers are removed
- Prepare "Proposed Budget" with President and President at Large in May. The budget is reviewed and approved by the board at President's Planning Day, and presented at first meeting in September
- Update Treasurer Forms and explain their use to the board at President's Planning Day
- Provide monthly financial reports at monthly membership meetings
- Submit financial reports to VP of Social Media to post on Website under Members Only tab
- Attend President's Planning Day
- Attend August Federation Meeting in College Station
- 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
- Reconcile receipts per Square to actual receipts from each event
- Process website sales and ensure checks received match sales, per website
- Complete IRS filing in October
- Pay sales taxes to Texas Comptroller prior to due date
- Pay Federation dues and fees, and file related forms by February 1 deadline
- File Federation form Y prior to May 15th deadline
- Send payments for GCAM scholarships and student organization donations, when approved
- Ensure audit is set for end of 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

June: Attend President's Planning Day

June – August: Assist with New Student Conferences

December: Begin recruiting for replacement, and mentor

February: Present Annual Club Report at monthly meetings

File forms request from IRS and Federation - get with President

Hospitality

Main Duties

- Attend President's Planning Day
- Assist with New Student Conferences, if possible
- Responsible for refreshments at monthly meetings and other events, as needed
- Keep an inventory of supplies
- Submit reimbursement for purchases within your budget
- Determine food needs for monthly meetings and get posted on Website for volunteers
- Recruit replacement officer for following year

Timeline

June: Attend President's Planning Day

June – August: Assist with New Student Conferences

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

December: Help President prepare and plan GCAM Christmas Party

December: Begin recruiting for replacement, and mentor

February: Present Annual Club Report at monthly meeting

May: Help President prepare and plan Installation Meeting