

ETA Student Chapters  
Officer Duties/Responsibilities

**President:**

- Develop and ensure that appropriate chapter goals are achieved each year
- Preside effectively at chapter meetings
- Organize and direct the work of other class officers and chapter members
- Serve as a representative of both ETA International and the student chapter
- Facilitate open communication amongst chapter officers, members, the sponsoring university/school and ETA International
- Resolve conflicts that emerge within the chapter
- Contribute ideas and suggestions to fundraising and chapter events or programs

**Vice President:**

- Be prepared to act as president should he or she resign or be absent
- Work closely with the president in defining and executing the goals of the chapter
- Demonstrate flexibility in position requirements and responsibilities
- Assist the president with the organization and delegation of work to other officers and/or members
- Contribute ideas and suggestions to fundraising and chapter events or programs

**Secretary:**

- Maintain all chapter records
- Record and keep minutes of all chapter meetings
- Handle chapter correspondence
- Record member attendance
- Order supplies and/or literature
- Ensure all aspects of chapter meetings are in order

**Treasurer:**

- Maintain constant and accurate record of chapter financial transactions
- Lead projects that will improve the financial situation of the chapter
- Collect dues (if applicable) and/or money from fundraisers
- Organize accounting and budgeting procedures for the chapter
- Keep all officers informed of the chapter's financial situation