Student Chapter Officer Duties

**President**

* Leads student chapter
* Runs chapter meetings and events
* Represents student members and communicates directly with AGD headquarters and local constituent
* Works with AGD headquarters to ensure that all chapter members have paid membership dues - A chapter roster can be requested by emailing [membership@agd.org](mailto:membership@agd.org)
* Ensure the AGD Student Chapter Registration/Renewal form has been submitted to AGD Headquarters for current academic year
* Delegates responsibilities to Student Chapter Board members
* Oversees Strategic Planning effort and reports

**President-Elect**

* Supports and works closely with Student Chapter President in all areas
* Prepares for and becomes president the following year
* Assume the office of President in the event that the President is unable to fulfill the terms of his or her office
* Focuses on chapter internal and external communications
* Participates in strategic planning

**Secretary**

* Records minutes for all official meetings and events
* Works with AGD headquarters to ensure that all chapter members have paid membership dues - A chapter roster can be requested by emailing [membership@agd.org](mailto:membership@agd.org)
* Ensure the AGD Student Chapter Registration/Renewal form has been submitted to AGD Headquarters for current academic year
* Coordinates logistics of meetings and events
* Participates in strategic planning

**Treasurer**

* Receives and deposits all chapter funds into student chapter bank account (if applicable)
* Prepares chapter budget and makes financial reports
* Maintains accurate accounts of chapter events
* Participates in strategic planning
* Applies for any student chapter grants and/or scholarships with AGD Headquarters

**Membership Engagement Chair**

* Works with Student Chapter Board to coordinate membership recruitment initiatives
* Sends welcome letter/email to each new member and adds new members to mailing list and chapter social media platforms
* Creates a chapter newsletter and/or other communications for student engagement
* Participates in strategic planning (with a focus on recruitment & engagement elements)
* Reports on membership activity at each Student Chapter Board meeting

**Faculty Advisor**

* Selected by the student chapter board or by the school; ideally, but not required to be, an AGD member
* Serves as advisor to the student chapter board; does not run the chapter but advises
* Promotes student chapter activities to the students, faculty, and administration
* Suggests chapter programs by introducing industry professionals to the students and keeping students informed of industry trends and issues
* Assists Student Chapter Board with strategic planning
* Attends meetings/events and makes themself accessible to Student Chapter Board