

**Pittsburg State University  
Chemistry Club Officer Duties  
(2016 – present day)**

The Chemistry Club is the social organization for attending Pittsburg State University who are interested in promoting Chemistry awareness to the public. Meetings are generally held at least once a month. Our club participates in a number of events and service projects every year (e.g. Rumble in the Jungle, Junior Jungle, Science Day, Safe Trick-or-treat and perform scientific demonstrations for younger children). The club also holds an annual Spring Picnic. In addition to being a University club, we are also affiliated with the American Chemical Society (ACS) as a student chapter via the MoKanOk (Tri-State) Local Section and promote the mission of the ACS.

**Chemistry Club: Officer Positions**

1) There will be five officer positions: President, Vice President, Secretary, Treasurer, and (if there is a need, an Events Coordinator). The officers can be nominated for an officer position by an existing chemistry club member or by self-nomination. Each student member may only run for one position per election. Current officers are eligible for re-election.

2) The President:

- a. Serves as the principal officer of the club and preside over all meetings.
- b. Is responsible for planning and carrying out activities for the club and keep accurate and appropriate documentation of these events.
- c. Appoints committees and committee officers in the event that large scale tasks requiring delegation to be undertaken.
- d. Assists in the planning and conduction of activities and service events for the club.

3) The Vice President:

- a. Assumes the duties of the President in the absence of the President
- b. Performs duties under the direction of the President including: i. Oversees monthly meetings in the absence of the president. ii. Aids with planning activities and service events for the club.
- c. Assists in the planning and conduction of activities and service events for the club.

4) The Secretary:

- a. Is responsible for all information relayed via communication mediums (letters, e-mail, social media, etc.) to club members.
- b. Keeps accurate notes and minutes (uploaded to Club Facebook page) of all officer and club meetings.
- c. Assists in the planning and conduction of activities and service events for the club.

5) The Treasurer will:

- a. Deposit and withdraw funds from the club account as needed and deemed appropriate throughout the year while monitoring the financial status/budget of the club.
- b. Collaborate with the club advisor, president and vice president for additional funds (Allocations) from the Student Government Association (SGA) in the Fall and Spring semesters.
- c. Assist in the planning and conduction of activities and service events for the club.

6) The Events Coordinator:

- a. Organizes and plan community service events over the course of the year
- b. Contacts and Liaisons with other organization, members of the community or teachers, in conjunction with the club President or Vice President.
- c. Assist in the planning and conduction of activities and service events for the club.