

## **EXECUTIVE BOARD MEMBER ROLES**

**President:** *The President must uphold the highest standards of STAT, its values and mission*

- Serve as chairperson of the Executive Board and conduct executive board meetings
- Conduct and create agenda for general assembly meetings
- Serve as the liaison to the Office of Alumni Relations
- Meet with STAT advisor on bi-weekly basis
- Oversee Programs Committee
- Generally oversee and encourage the progress of all committees
- Recruit new members and encourage retention in the program
- Plan and implement periodic STAT social events for general assembly members

**VP of External Affairs:** *The VP for External Affairs is responsible for creating cohesion, trust and organization within the organization*

- Take meeting minutes, attendance, and send group emails and reminders
- Organize retreats and coordinate attending conferences
- Oversee Community Engagement Committee
- Implement professional/leadership development activities
- Communicate with both CU Denver community as well as Downtown Denver community to foster relationships

**VP of Communications:** *The VP of Communications is responsible for handling media relations and upholding the image of STAT to constituents*

- Maintain website and social media accounts
- Handle all matters of public relations and press for any STAT events
- Oversee and create marketing plans and materials for upcoming events
- Oversee Marketing Committee

**VP of Finance:** *The VP of Finance is responsible for acting as the treasurer of the organization and handling all matters related to funding a budget*

- Submit SGA funding request forms
- Maintain all records to keep STAT a student organization
- Implement fundraising programs and initiatives
- Keep budget records including records of all receipts and purchases
- Adhere to fiscal policies for student organizations
- Oversee Fundraising Committee