

**Duties of the *President* for SNEA/SNCAE of UNC-Charlotte:**

- \*Mentor and support all SNEA/SNCAE officers and members.
- \*Organize and lead Membership meetings and Leadership meetings
- \*Organize events such as Project Wild and Secretaries' Day.
- \*Promotional activities and recruiting members.

I \_\_\_\_\_ understand the requirements for the position of *President* for SNEA/SNCAE of UNC-Charlotte.

\_\_\_\_\_  
Signature

**Duties of the *Vice President* for SNEA/SNCAE of UNC-Charlotte:**

- \*Promotional activities and recruiting members
- \*RDH Clubs & Organizations fair
- \*Speak about benefits of SNEA and things SNEA does to groups such as:
  - Student Teachers Orientation
  - SPED 2100 & EDUC 2100
- \*Fill-in for President at any meetings he/she cannot attend
- \*Anything else the President asks you to do or needs assistance with.
- \*Check SNEA/SNCAE mailbox in SGA office.

I \_\_\_\_\_ understand the requirements for the position of *Vice President* for SNEA/SNCAE of UNC-Charlotte.

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Signature

### Duties of the *Secretary* for SNEA/SNCAE of UNC-Charlotte:

- \*Take minutes at ALL meetings. Provide these for all officers and advisors.
- \*Collect membership applications and checks.
- \*Send forms to Raleigh with check for specified amount.
- \*Work with treasurer with getting checks signed.
- \*Make copies of all payments. Give copy to treasurer to file.
- \*~~Call Rose Tikvart at NCAE to talk about account.~~
- \*~~Update member directory.~~ Update website
- \*Email members & keep up with email addresses.
- \*~~Type newsletters.~~
- \*Form advertising committee.
- \*~~Send ID cards to new members.~~
- \*Type and turn in *Clubs & Organizations Registration Form* once a year
- \*Work/communicate with ALL SNEA/SNCAE officers and advisors.
- \*Keep bulletin board up-to-date and looking professional.
- \*Distribute/hang up announcements and flyers.

I \_\_\_\_\_ understand the requirements  
for the position of *Secretary* for SNEA/SNCAE of UNC-Charlotte.

\_\_\_\_\_  
Signature

**Duties of the *Treasurer* for SNEA/SNCAE of UNC-Charlotte:**

- \*Make deposits
- \*Keep checkbook balanced
- \*Keep accurate records of expenditures and income.
- \*Keep an organized and accurate notebook and files.
- \*Attend financial workshops.
- \*Take care of any other matters concerning money.
- \*Keep in contact with the Secretary in regard to membership applications and fees.

I \_\_\_\_\_ understand the requirements for the position of *Treasurer* for SNEA/SNCAE of UNC-Charlotte.

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Signature