



WOLFPACK WOMEN IN SCIENCE

WWiS Officer Positions

A. President – responsible for managing all club activities. This includes supervision of all other officers, managing requests for volunteers from outside organizations, overseeing events management, and serving as a contact for events and mentoring as needed. The President also maintains the general job descriptions and policies of WWiS and performs fund raising efforts. The president must be a current and active member to be nominated and elected into this position.

B. Vice President – assists the President with managing all club activities in any way requested. The Vice President assists with requests from outside organizations for volunteer work on behalf of WWiS. This position also includes finding and maintaining a network of volunteers to serve on committees or help with general tasks for WWiS.

C. Secretary - responsible for maintaining all meeting minutes, as well as for general communications among board members, outside organizations, and general members. The Secretary is responsible for arranging the elections for the following term.

D. Treasurer - responsible for maintaining accurate records of all financial transactions, as well as for completing any required maintenance of bank account information. This includes recording and storing all receipts for expenses and payments received. The Treasurer reimburses members for expenses in a timely manner and assists with fund raising efforts.

E. Events Committee Chair - The Events Committee Chair is responsible for coordinating and maintaining a volunteer base for the events committee. This committee will manage various activities including, making fliers, coordinating food/snacks, and arranging locations for meetings and events. One or two chairs may be elected.

F. Mentoring Committee Chair - responsible for coordinating and maintaining a volunteer base for the mentoring committee. This committee matches mentors/mentees with the best available mentoring candidate based on completed mentor/mentee forms. This position will involve advertising work, recruiting, and maintaining lists. One or two chairs may be elected.

G. Web Author- responsible for maintaining and frequently updating the WWiS website with information, including meeting dates and events. Web Author must be a currently enrolled student in order to qualify to update the website.