

Model Officer Position Descriptions

President

- Preside at all meetings.
- Call special meetings.
- Appoint members of all committees.
- Perform such other duties as may be expected of the President or as may be provided by the bylaws.
- Submit an annual report of the activities of the office.

Note: This is the only position that is required by ADHA for a registered Student Chapter.

Vice President or President-Elect

- Preside at all meetings in the absence of the President.
 - If the President's term of office is unavoidably terminated, the Vice President or President-Elect shall complete the President's term of office.
 - Submit an annual report of the activities of the office.
 - In the event the student chapter chooses a President-Elect, this officer shall advance to the office of President, without election, at the completion of the current President's term.
-

Treasurer

- Maintain accurate financial records of the student chapter.
 - Co-sign all organization drafts with another officer.
 - Submit an annual report of the activities of the office.
-

Secretary

- Keep accurate minutes of each meeting.
 - Keep annual reports of the officers and committees and distribute them to the organization membership.
 - Activate the membership at the beginning of the program year.
 - Submit an annual report of the activities of the office.
-

Corresponding Secretary

- Prepare all correspondence.
 - Submit articles for publication to journals and newspapers.
 - Submit an annual report of the activities of the office.
-

Historian

- Recommended to be a second-year student or higher level.
 - Maintain an accurate scrapbook of all chapter activities.
 - Submit an annual report of the activities of the office.
-

Class Representative(s)

- Represents their respective class at all meetings of the Executive Council.
 - Submit an annual report of the activities of the office.
 - Coordinate and facilitate communication from their respective class to the other members, classes, Executive Council or Advisor(s).
-

Questions? Please contact ADHA at student.relations@adha.net or visit www.adha.org.