



Student Officer Roles & Responsibilities

President

Serve as liaison between the National organization and the local organization.

In addition, the President will

- supervise all student organization meetings;
- oversee the process of student organization event planning;
- complete all student organization purchase requests;
- submit all required paperwork for student organization renewal;
- hold a minimum of two meetings for the general membership per semester; and
- submit the semester and annual report of student organization activities

Vice President

The Vice President will

- supervise student organization meetings in the absence of the President;
- assist the President with the oversight of the student organization including fundraising, event planning, etc.;
- work with the student organization's Treasurer to prepare an annual budget;
- maintain a current accounting of the student organization's financial status, including income and expenses;
- schedule locations for meetings and events; and
- coordinate student organization fundraising efforts with the Treasurer

Treasurer

The Treasurer will

- prepare the annual student organization budget;
- monitor the student organization's budget;
- complete an annual financial report for the student organization;
- tend to the status of all purchase requests;

To pick, bag, and deliver fruit of all kinds to food banks, charities, other charitable organization, and directly to those who are needy.



Info@GleaningsInc.com
GleaningsInc.com

- collect funds and depositing to the student organization's account;
- pay bills;
- keep a record of all transactions, i.e. deposits, checks and adjusting entries; and
- prepare monthly financial reports and documents to keep the student organization's membership informed about the student organization's financial situation.

Secretary

The Secretary will

- take minutes at every student organization meeting;
- maintain the student organization history for that academic year;
- verify all student organization purchase requests;
- assist with student organization projects where needed; and
- maintain communication between the student organization president and individual participants, include emails, letters, and phone calls

To pick, bag, and deliver fruit of all kinds to food banks, charities, other charitable organization, and directly to those who are needy.