|  |
| --- |
| **Goddard Chinese American Club Officer Responsibilities**Revised on: 10/08/10By: Minlin Chang |
| **PRESIDENT:*** Invite guest speakers and VIPs
* Initiate and chair officer meetings
* Liaison to GEWA and other Goddard organizations
* Apply for club budget to GEWA every year
* Maintain GCAC member mailing list
* In charge of all e-mail, announcement and newsletter to all members
 |
| **VICE PRESIDENT:*** Escort the VIP’s
* Coordinate event
* Assist President and act as he/her behalf during President’s absent
 |
| **TREASURER:*** Document club finances
* Maintain membership list
 |
| * Reserve the Rec. Center
* Organize ticket sales
* Send out membership cards
 |
| **SECRETARY:*** Take minutes at meetings
* Create event flyers
* Prepare Certification of Appreciation
* Newsletter & Announcement prepare
 |
| **WEB MASTER:*** Maintain and update GCAC website
 |
|  **PUBLICITY:*** Contact Goddard Dateline for announcement
* Contact Public Affairs for electronics board display
* Compile Newsletter
* Contact
 |
|  |
| **AT LARGE:*** Cover during other officer's absent
* Support and coordinate event
 |