|  |  |
| --- | --- |
| **Goddard Chinese American Club Officer Responsibilities**  Revised on: 10/08/10  By: 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 |