

## **Math Club Officer Positions and Roles**

Duties of the officers may vary. However, there are some duties specifically held by the President, Vice President, Secretary, Treasurer, Webmaster, and Social Coordinator.

### **President:**

Duties of the President include organizing and facilitating Math Club events along with regular meetings. These events require scheduling speakers for Math Club events, such as Pizza with a Professor and Explorations in Mathematics.

### **Vice-President:**

Duties of the Vice President include finding and providing puzzles and games for Math Club events, organizing fundraising activities, assisting the President in organizing and facilitating Math Club events and acting as the President in his or her absence.

### **Secretary:**

Duties of the Secretary include recording minutes at meetings and designing and posting academic related fliers.

### **Treasurer:**

Duties of the Treasurer include creating and maintaining an organizational budget, seeking funds needed from School of Science Student Council and other sources, and choosing and arranging the snacks at Math Club events.

### **Webmaster:**

Duties of the Webmaster include updating the Math Club at IUPUI website (through MyInvolvement) as well as any other Math Club related sites, such as Facebook. The Webmaster also maintains the Math Club listserv and sends out Math Club event announcements.

### **Social Coordinator:**

Duties of the Social Coordinator include organizing all non-academic related events, facilitating communications with other clubs and organizations on campus, and facilitating the publicity of these events. These events include movie night, tournaments, and any non-academic function. The Social Coordinator also acts as the representative for the Math Club at School of Science Student Council meetings.

Rotating duties for all of the officers include acting as a representative for the Math Club for the School of Science Student Council as needed and facilitating publicity of the Math Club.