

# MATH CLUB SEEKING OFFICERS!

## President

- Organize events
- Schedule academics related events
- Call for officer meetings as needed
- Invite professors or guest speakers for events

## Vice President

- Act as the president when he or she is absent
- Coordinate non-academics related events such as movie night
- Providing puzzles and games during regular meetings
- Organize fund raising activities

## Secretary

- Attend officer meetings
- Help hosting events
- Advertise events
- Create and distribute flyers for events
- Record minutes for meetings

## Treasurer

- Submit funding request
- Maintaining an organizational budget
- Seek funding from School of Student Council or other source as needed
- Attend officer meetings
- Choosing and arranging snacks and candies

## Web Master

- Update websites
- Upload flyers
- Keep an updated LISTSERVE
- Send out reminder of events to members

## Social Coordinator

- Organizing non-academics related events
- Facilitate communications with other clubs and organizations on campus
- Seek opportunity of combine events

**E-mail [Jagmath@iupui.edu](mailto:Jagmath@iupui.edu) with  
your statement TODAY if you are  
interested**