*President-Elect.* S/he should study under the president to learn how to properly conduct the

organization before their term begins. S/he should help coordinate at least one event before taking over as President. S/he will assist the executive board when needed.

*Vice-President*. S/he presides at meetings in the absence of the President. In acting in place of the president, the Vice-President has all the powers, duties, privileges, and responsibilities of that office. S/he has the duties of maintaining the organization’s social media pages and organizing the Alumni Spotlights.

*Secretary*. S/he records the minutes of each meeting along with maintaining attendance records for all meetings and activities and is responsible for reserving rooms for upcoming meetings and events and notifying members of these. S/he is responsible for membership coordination and also maintaining a current list of members.

*Treasurer.* S/he supervises and regulates the budget to include depositing and dispersing funds, and preparing financial reports. S/he is responsible for transactions and keeping a permanent record of these and for making a report at each general meeting.

*Student Liaison*. S/he shall be the liaison between alumni and students by serving on the Campbell University College of Pharmacy & Health Sciences Alumni Association Executive Committee and attending all Pharmacy School Executive Board meetings.

*Fundraising Chair*. S/he assists with fundraising for PASA and its special projects.

*Events Chair.* S/he assists with the organization of events and programs for the Association S/he is responsible for collecting/taking photographs, memorabilia, etc. in order to capture the history of the organization.

*Class/Program Rep*. S/he acts as a representative of their class/program for the officer board. S/he helps to communicate ideas from their class to the officer board, and vice versa.