

NCODA – Campbell University Professional Student Organization

Positions to be filled:

1. **President-Elect Responsibilities:**
 - Responsible for learning and assisting with all the duties of the President
 - Act as President if the current President is absent or unable to fulfill his/her duties
 - Oversee committees/committee chairs
2. **Director of Professional Programming Responsibilities:**
 - Lead identification and development of professional development activities.
 - Recruit speakers for general body meetings and other creative events.
 - Maintain relationships with alumni and industry professionals.
 - Assist in registering ALL local members and creating an account for each member on the NCODA website.
3. **Director of Communications/Secretary**
 - Keep minutes of all Chapter and Officer Meetings and retain a copy for permanent record.
 - Keep files of all paper and electronic communication.
 - All national reports shall be sent to the secretary for the secretary to forward on to nationals.
 - Update the national chapter, Campbell University student affairs, and the student body of all NCODA events.
 - Review, provide final approval for and maintain a record of all Chapter Reports submitted by chapters.
 - Submit monthly report to Campbell University Professional Student Education Body.
4. **Director of Social Media and Marketing**
 - Responsible for updating all social media platforms on all current and ongoing NCODA events.
 - Develop and distribute e-mail, social media, and or print communications to chapter members and institutions upon request
5. **Director of Fundraising**
 - Responsible for planning all service projects, and the annual 'Be The Match' event.
 - Create posters for each Service Event and send them out to all the necessary organizations.
 - Record participation at events and provide it to the secretary at the completion of each event.
6. **Director of Finances:**
 - Maintain a budget and updated and accurate ledgers of all financial matters
 - Coordinate distribution of yearly stipend
 - Assist with all chapter fundraising initiatives