

#### President:

- Set Meeting Dates
- Guest Speakers
  - Arrange guest speakers for each monthly meetin
- Slideshows for Meeting
- Bootcamp & Annual Convention
  - Inform members of dates for the NCPA Ownership Bootcamp & Annual Convention
- Attending PSEB Meetings on behalf of NCPA
- **Submitting the MidYear and End of the Year Reports**

#### President-Elect:

- Room Reservations
- Order Lunch
  - Order lunch based on how many people sign up before the deadline.
- Accepted Student Days & any other additional events
- Attend PSEB meetings when President is unavailable

#### Secretary:

- Weekly Announcements
  - Make a weekly announcement slide for each monthly meeting
  - Make slides for each meeting and bake sale & jeans day (if they approve them for the upcoming school year)
- Emails
  - Send emails out to the list serv about meetings, events, etc.
- PSEB Monthly Reports

#### Treasurer:

- Submits receipts and warrants for reimbursement
- Runs fundraising events (at least 1 per semester)

#### Historian:

- Manage Facebook & Instagram accounts
- Take pictures at all events

#### Special Events Coordinator: Alexa Vargas

- Adopt-A-Highway
  - **Brick Mill Road in Coats**
- Candy Grams for Halloween and Valentines (work with Treasurer)
  - Pick date, reserve room
  - Buy candy, bags, print tags