**IPhO Officer Duties/Roles**

**President-Elect (Current: Lindsey Davis)**

Responsibilities:

* Responsible for learning and assisting with all the duties of the President
* Assigned to lead one or more of the chapter’s participation in a national IPhO program such as, the VIP Case Competition
* Act as President if the current President is absent or unable to fulfill his/her duties

**Director, National Engagement (Current: Heather Faulkner)**

Responsibilities:

* Serve as the trainer to all e-board members ensuring that they are well versed on National programs, services, and resources provided by IPhO
* Serve as a local expert and resource to all local and national chapter members regarding all of the benefits and services IPhO provides students, as described and available on the IPhO website
* Work closely with the chapter president to ensure that all IPhO National requests from National Student Officers (NSOs), Regional Student
* Officers (RSOs), and National Interns are completed and provided within requested timelines
* Understand day-to-day responsibilities for the President/other board members

**Director, Professional Programming (Current: Natalie Hollon)**

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.

**Director, Social Media and Marketing (Current: Kayla Garris)**

Responsibilities:

* Responsible for re-posting all National Facebook posts
* Respond and report to requests made by your chapter’s RSO and the NSO of Social Media and Marketing
* Lead the development and posting of key chapter activities via your local chapter Facebook Page
* Administrate Spearhead IPhO Nationals “Register All”; initiative by registering ALL local members and creating an account for each member on the IPhO website.

**Director, Communications (Current: Aubrey LaVoie)**

Responsibilities:

* Record and distribute all Chapter activities and maintain an electronic warehousing of all pertinent documents
* Record complete minutes at all Chapter meetings.
* Submit said minutes in typed form to the officers of the Chapter and the advisor within five days of meeting.
* Post a copy of said minutes in a conspicuous place within five days of meeting
* Collect pertinent activities documents throughout the year for the annual reporting submission
* Lead the development and submission process for the annual and any midterm report requirements
* Assist the chapter Social Media and Marketing Director to develop and distribute email, social media, and or print communications to chapter members and institution upon request
* Set-up and maintain a chapter email account if available and or desired

**Director, Finances and Fundraising (Current: Jessica Hamilton)**

Responsibilities:

* Maintain a budget and updated and accurate records of all financial matters
* Administrate any customized chapter national membership arrangements with the National organization
* Lead all CPHS-approved chapter fundraising initiatives