

## **IPhO Officer Duties/Roles**

### **President (Current: Lindsey Davis)**

Responsibilities:

- Organize and coordinate all Chapter meetings and ensure the Chapter mission is fulfilled
- Oversee the actions of the Executive Board Officers to ensure that they fulfill their individual and collective roles
- Responsible for the actions of the Chapter and acts as the Chapter representative

### **President-Elect (Current: Martin Aziz)**

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: Jade Thomas)**

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 of the President/other board members

### **Director, Professional Programming (Current: Chase Webb)**

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: Makenzie Hester)**

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's 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: Melissa Growney)**

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 the 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 e-mail, 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: Brian Kim)**

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