

President:

- Organize and coordinate all Chapter meetings and ensure the Chapter mission is fulfilled
- Oversee the actions of the E-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:

- 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

Vice President:

- Preside over Executive Committee meetings and other appropriate functions in the absence of the President.
- Facilitate meetings and events with other local NCODA chapters
- Attend leadership retreats, regional meetings, and national meetings.
- Submit an official report monthly and at the end of the term for transitioning purposes.
- Other duties as assigned by the Executive Committee and as described in these Bylaws.

Director of Finance

- Maintain a budget and updated and accurate ledgers of all financial matters
- Coordinate distribution of yearly stipend

Director of Communications

- Keep minutes of all Chapter and Officer Meetings and retain a copy for permanent record.
- Keep files of all paper and electronic communication.
- 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.
- Collect pertinent activities documents throughout the year for the annual reporting submission
- Develop and distribute e-mail, social media, and or print communications to chapter members and institution upon request

Director of Professional Programming

- 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.

Director of Social Media and Marketing

- Responsible for sharing/re-posting all NCODA National Facebook posts. •
- Encourage members to follow National NCODA social media outlets.
- Create and lead the development and posting of key chapter activities via your local chapter Facebook Page.
- Record and distribute information for all Chapter activities

Director of Fundraising

- Responsible for planning all service projects, Be The Match.
- 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.