

President:

- Set Meeting Dates
- Guest Speakers
 - Arrange guest speakers for each monthly 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
- 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 Instagram account
- Take pictures at all events

Special Events Coordinator:

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