

Ramapo College of New Jersey

Math Club Officer Responsibilities

President-

Attend Presidents meetings held once a month.

Arrange the dates, times, and activities for club meetings.

Have a room reserved for the club meetings.

Attend the allocations meeting for the following years budget.

Attend and other meetings that SARM holds throughout the year.

Make sure all paper work is completed and handed in on time.

Ensure that all other officers are fulfilling their club responsibilities.

Vice President-

Attend Presidents meetings and allocations meetings if the president is unable to attend.

Come up with ideas for community service or select a community service project from the Cahill Center.

Arrange the dates, time, location, and transportation of community service projects if it is not done through the Cahill Center.

Make sure all the paper work for community service is completed and handed in.

Treasurer-

In charge of budgeting the money for the year.

Attend the president/treasure meetings held by SARM.

Arrange and attend the allocations meetings for food at meetings that will not come out of the budget.

Order, pick up, and pay for the food provided at the meetings, will be reimbursed through SARM by filling out a Check Request.

Prepare the budget for the upcoming academic year.

Secretary-

Have an up to date list of e-mail addresses of faculty and members of the club.

Send out all the e-mails for club meetings, community service, or other activities for the club.

Fill out all paper work: i.e. mid year and end of year report.

Make arrangements for any guest speakers at club meetings.

Hand in club paperwork by the given deadline.

Have flyers posted for guest speaker meetings.

Prepared by a former Math Club President, Ken Bellottie, in Spring 2006.