Philadelphia Smeal Business Club
Office Roles and Responsibilities

1. **President**
   a. Responsible for relationships with the college, other Smeal Affiliate Program Groups (APGs) and the Smeal Alumni Society Board.
   b. Will work with each officer to provide support and ensure the club runs smoothly.
   c. Oversee development and execution of Club’s Annual Strategy Statement.
   d. Develop with the Executive Committee programs and activities to further the Club’s mission and growth.
   e. Function as the Club’s external representative or designate with the advice and consent of the Executive Committee a delegate representative for the Club.
   f. Chair the Executive Committee meetings.

2. **President-Elect**
   a. Supports President and acts as President if President is unavailable, learns role in anticipation of assuming the President role.
   b. Set club’s visions, goals and strategies for his/her upcoming presidential term.

3. **VP Finance**
   a. Prepare the Club’s annual budget, in consultation with the Executive Committee and President.
   b. Prepare monthly reports to the Executive Committee detailing ongoing financial transactions.
   c. Manage the Club’s other financial responsibilities such as federal, state and local taxes, non-profit status and insurance (as necessary).

4. **VP Internal Communications**
   a. Meeting notifications, agendas and minutes.
   b. Will create planning templates.
   c. Will monitor and publish executive committee planning metrics.
   d. Maintain & update governing documents of the Club (i.e.: Constitution, Bylaws)

5. **VP External Communications**
   a. Final review of marketing and promotional content as supplied by VPs Events, establishment and management of all media outlets (email, social media, brochures, flyers, posters, etc.).
   b. Coordinate all Club communications and events, in consultation with the Executive Committee and President.

6. **VP Membership**
   a. Outreach to existing and newly graduated students and students
b. Coordinate the buddy program, manage the volunteer database and support new involvement interests.

7. **VP Events (One)**
   a. Identify, solicit, establish, plan and prep events for networking, professional development and business awareness.

8. **VP Events (Two)**
   a. Identify, solicit, establish, plan and prep events for networking, professional development and business awareness.
   ** It is suggested by alternating events over time or taking ownership of differing event focal points (ex. professional development vs. business inspiration).

** Members at Large may also be elected to serve on an annual basis. These positions are meant to accommodate those who have expressed a sincere interest in becoming more involved with the planning and coordinating of Club business and activities. Members at large are invited to attend monthly leadership planning calls and join the leadership list serve.