



### **Description and Primary Duties of AMTAS Officers:**

#### **President**

Chief executive officer of AMTAS and presides over all meetings, represents AMTAS to other organizations and voting member of Student Affairs Advisory Board, and other responsibilities as prescribed by bylaws.

#### **President Elect**

Assists and shadows President in order to assume that office in following year; liaison with National Standing Committees including assigning student representatives and other responsibilities as prescribed by bylaws.

#### **Vice President**

Updates and maintains AMTAS website and e-mail accounts along with other duties as prescribed by bylaws.

#### **Secretary**

Maintains minutes for all meetings, administrator for AMTAS Facebook group; assembles, edits, and sends out newsletters; and other responsibilities as prescribed by bylaws.

#### **Treasurer**

Supervises all financial affairs of AMTAS including depositing books, balancing account, and developing budget for following year along with other responsibilities as prescribed by bylaws.

#### **Parliamentarian**

Ensures that all meetings are conducted in accordance with Robert's Rules of Order and bylaws, presents updates to bylaws annually at national conference, and other responsibilities as prescribed by bylaws.