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.