Pittsburg State University  
Chemistry Club Officer Duties  
(2016 – present day)

The Chemistry Club is the social organization for attending Pittsburg State University who are interested in promoting Chemistry awareness to the public. Meetings are generally held at least once a month. Our club participates in a number of events and service projects every year (e.g. Rumble in the Jungle, Junior Jungle, Science Day, Safe Trick-or-treat and perform scientific demonstrations for younger children). The club also holds an annual Spring Picnic. In addition to being a University club, we are also affiliated with the American Chemical Society (ACS) as a student chapter via the MoKanOk (Tri-State) Local Section and promote the mission of the ACS.

Chemistry Club: Officer Positions

1) There will be five officer positions: President, Vice President, Secretary, Treasurer, and (if there is a need, an Events Coordinator). The officers can be nominated for an officer position by an existing chemistry club member or by self-nomination. Each student member may only run for one position per election. Current officers are eligible for re-election.

2) The President:  
   a. Serves as the principal officer of the club and preside over all meetings.  
   b. Is responsible for planning and carrying out activities for the club and keep accurate and appropriate documentation of these events.  
   c. Appoints committees and committee officers in the event that large scale tasks requiring delegation to be undertaken.  
   d. Assists in the planning and conduction of activities and service events for the club.

3) The Vice President:  
   a. Assumes the duties of the President in the absence of the President  
   b. Performs duties under the direction of the President including: i. Oversees monthly meetings in the absence of the president. ii. Aids with planning activities and service events for the club.  
   c. Assists in the planning and conduction of activities and service events for the club.

4) The Secretary:  
   a. Is responsible for all information relayed via communication mediums (letters, e-mail, social media, etc.) to club members.  
   b. Keeps accurate notes and minutes (uploaded to Club Facebook page) of all officer and club meetings.  
   c. Assists in the planning and conduction of activities and service events for the club.
5) The Treasurer will:
   a. Deposit and withdraw funds from the club account as needed and deemed appropriate throughout the year while monitoring the financial status/budget of the club.
   b. Collaborate with the club advisor, president and vice president for additional funds (Allocations) from the Student Government Association (SGA) in the Fall and Spring semesters.
   c. Assist in the planning and conduction of activities and service events for the club.

6) The Events Coordinator:
   a. Organizes and plan community service events over the course of the year
   b. Contacts and Liaisons with other organization, members of the community or teachers, in conjunction with the club President or Vice President.
   c. Assist in the planning and conduction of activities and service events for the club.