

The duties of the **President** shall be:

- To preside at all meetings.
- To provide general leadership and direction for the GMA.
- To represent the GMA on the Saunders Student Executive Board.
- To present the GMA Annual Report to the membership.
- To oversee update of the Bylaws as necessary.

The duties of the **Vice President of External Affairs** shall be:

- To establish and maintain contact with area networking groups.
- To create a weekly email of local networking opportunities for GMA members.
- To serve as the Program/Events Chair by organizing GMA run networking events.
- To organize community development projects to assist and better the Rochester area.
- Reports directly to the President.

The duties of the **Vice President of Operations** shall be:

- To become President if there is a vacancy in that office.
- To assume the duties of the President, in the absence of the President or at the direction of the President.
- To assist in organizing and running group meetings, educational activities, and on campus events.
- To work with the Finance Chair on accounting and fundraising opportunities on campus.
- To serve as the liaison between GMA members and RIT Alumni.
- Reports directly to the President.

The duties of the **Marketing Chair** shall be:

- To work with other Committee Chairs to determine publicity needs.
- To publicize upcoming programs and events through emails, fliers, posters, etc.
- To update and distribute the GMA Membership form.
- Work with the Vice-President on programming and events.
- Reports directly to the President.

The duties of the **Finance Chair** shall be:

- To receive and bank all monies due the GMA or affiliates.
- To maintain membership records.
- To maintain all financial records of the GMA.
- To prepare an Annual Budget for recommendation to the Executive Committee at the first Executive Committee Meeting.
- Reports directly to the President.

The duties of the **Secretary** shall be:

- To prepare minutes of all meetings.
- To prepare all material (ex: agenda, handouts) for meetings.
- To send meeting and event reminders.
- To receive and archive records of all GMA activities, other than those maintained by the Treasurer.
- To certify the election of officers to GMA and to financial institutions (if appropriate).
- To receive and distribute all incoming correspondence to the appropriate officer.
- To prepare official correspondence for the GMA, as directed by the Executive Committee
- Reports directly to the President.

The duties of the **Chief Technology Officer** shall be:

- To maintain and update the GMA Clubs website reflecting events and meetings (<http://clubs.scb.rit.edu/gma>)
- To make sure Social Networking communication channels are up-to-date (e.g. LinkedIn, Facebook, Twitter)
- To maintain GMA e-mail information and be properly coordinated with the Secretary
- To work closely with VP External Affairs and VP Operations to update website content
- To be responsible for updating Saunders Atrium and Lab Backgrounds for advertisement purposes
- To create awareness to the GMA e-board members of Technology and Business related events
- Reports directly to the President.