President

As the chief executive officer of the collegiate chapter, the president provides leadership and overall direction. Working with the faculty advisor, he/she performs all duties required by the AMA constitution and bylaws.

Specific Responsibilities

1. Prepares and submits a preliminary budget to the vice president of finance within two weeks of assuming office and works with the vice president of finance in presenting the annual budget to the board of directors for approval.
2. Serves as a liaison to the chapter and faculty advisor.
3. Effectively and openly communicates with the board of directors.
4. Determines whether the objectives and strategies contribute to the long-range interest of the chapter and analyzes the extent to which the needs of all members are served.
5. Makes collegiate chapter policy decisions in consultation with the faculty advisor and board of directors.
6. Appoints committee chairpersons. May call for the resignation of ineffective chairpersons with the majority approval of the board of directors.
7. Calls and conducts all general collegiate chapter and board meetings.
8. Prepares and submits a Chapter Plan and the Annual Report with input from the board of directors for final delivery to AMA International Headquarters.
9. Prior to the completion of his/her term, reviews all files with the president-elect and prepares a final report, including budget estimates and recommendations for the next year.
10. Submits the Officer Report Form electronically for the upcoming year, with president-elect, faculty advisor, and second contact (VP-elect) information.

The success of the collegiate chapter depends to a large extent on the president’s skill as a manager. Planning should begin immediately following the election of chapter officers. Plans should include membership goals, special projects, budget estimates and officer transition for the following year.

Executive Vice President

The executive vice president coordinates each committee towards a collective effort and assists the president in directing the collegiate chapter, so he/she must be aware of chapter goals and objectives. To ensure continuity in chapter management, there must be an open line of communication between the board of directors and the executive vice president.
Specific Responsibilities
1. Assumes the responsibilities of the president in his/her absence at all chapter functions.
2. Prepares and submits relevant information for use in the Chapter Plan and Annual Report.
3. Works closely with the vice president of programs in scheduling chapter activities.
4. Coordinates and directs the activities of all committees.
5. Calls for committee progress reports to be submitted to the president and chapter membership.
6. Attends all chapter and board meetings.
7. Prepares a final report of the year's activities, including budget estimates and recommendations for the next year.

Vice President of Communications
The vice president of communications maintains the historical records of the chapter. He/she corresponds with members, AMA International Headquarters and the community at large.

Specific Responsibilities
1. Prepares and submits a preliminary communications budget to the vice president of finance within two weeks of assuming office.
2. With the executive vice president, selects the appropriate committee size and structure.
3. Maintains all collegiate chapter files.
4. Distributes all meeting announcements to board members, officers, faculty, and current and prospective members.
5. Attends all chapter meetings and board meetings.
6. Records the attendance of each meeting.
7. Conducts the routine of all elections including balloting.
8. Prepares and maintains the minutes of all chapter meetings and board meetings.
9. Maintains the collegiate chapter’s constitution and bylaws and reports any changes to AMA International Headquarters.
10. Sends chapter mailings to AMA International Headquarters.
11. Prepares and submits relevant information for use in the Chapter Plan and Annual Report.
12. Prepares a final report of the year's activities, including budget estimates and recommendations for the next year.
Vice President of Finance
The vice president of finance is responsible for receiving and disbursing funds and managing the financial affairs of the collegiate chapter.

Specific Responsibilities
1. With the executive vice president, selects the appropriate committee size and structure.
2. Prepares a preliminary budget for the collegiate chapter based on the estimates provided by the board of directors and committee chairpersons.
3. Secures signature cards and necessary papers for changing signatures at the bank after officer elections.
4. In cooperation with the vice president of membership, maintains a complete record of chapter membership and dues.
5. With the vice president of membership, submits AMA membership applications and funds to AMA International Headquarters. (Note: ALL chapter members MUST be members at AMA International Headquarters).
6. Completes a one-page budget (pro forma income statement) to be included in the Chapter Plan.
7. Attends all chapter and board meetings.
8. Communicates with the board of directors on all matters relating to chapter finances.
9. Prepares a monthly or quarterly statement of the chapter's financial condition, which includes preliminary and actual expenditures by category. Submits copies to the president, vice president of communications and advisor.
10. Monitors the disbursement of funds related to specific budgeted uses throughout the year and prepares periodic reports.
11. Prepares a year-end report of the year's financials including recommendations for the next year.

Vice President of Membership
Collegiate chapters prosper through new members, especially freshman and sophomore students, who will be committed to the development of the chapter for the next few years. The primary responsibility for growth rests with the vice president of membership and his/her membership committee.

Specific Responsibilities
1. Prepares and submits a preliminary membership budget to the vice president of finance within two weeks of assuming office.
2. With the executive vice president, selects the appropriate committee size and structure.
3. Conducts an active recruiting program to accomplish the membership goals decided upon by the board of directors.
4. Provides AMA collegiate membership applications to each new collegiate member and follows up on renewal invoices for current members.
5. Officially welcomes all new collegiate chapter members.
6. Informs the vice presidents of communications and finance of all new members and their addresses.
7. Sends AMA membership applications with appropriate payment to AMA International Headquarters.
8. Reviews chapter rosters from AMA Headquarters to ensure all members are listed correctly. Notifies AMA International Headquarters of any needed corrections.
9. Prepares and submits relevant information for use in the Chapter Plan and Annual Report to the vice president of communications.
10. Attends all chapter and board meetings.
11. Prepares a final report of the year's activities, including budget estimates and recommendations for the next year.

**Vice President of Advertising and Promotion**

The vice president of advertising and promotion is responsible for publicizing the events and affairs of the collegiate Chapter to the school, community and AMA International Headquarters.

**Specific Responsibilities**

1. Prepares and submits a preliminary advertising and promotion budget to the vice president of finance within two weeks of assuming office.
2. With the executive vice president, selects the appropriate committee size and structure.
3. Develops a plan to promote chapter meetings, speakers, members and activities to the appropriate media.
4. Prepares and distributes news releases and sends copies to AMA International Headquarters for possible inclusion in its publications.
5. Attends all chapter and board meetings.
6. Prepares and submits relevant information for use in the Chapter Plan and Annual Report.
7. Maintains a file of all prepared news releases for succeeding vice presidents of advertising and promotion as a permanent historical file for the Chapter.
8. Prepares a final report of the year's activities, including budget estimates and recommendations for the next year.