

President

The chief executive officer's duties shall be to preside at all meetings, to appoint all special committees, and to be the chairperson of the board of directors. It shall be the responsibility of the chief executive officer to maintain the chapter's affiliation with the national chapter of the American Marketing Association. The chief executive officer shall maintain a platform of Google products to ensure company efficiency as well as oversee the transition of responsibilities from semester to semester

Vice President

The executive vice president shall perform the duties of the president in the president's absence. In the event of vacancy of the presidency, the executive vice president shall succeed to the presidency. The VP shall attend DSAC meetings on Tuesday, start organizing speaking and get gifts in contact with the VP of Finance, and make certificates for speakers. They shall make certificates for students who become local and national members.

VP of Communications

The VP of Communications shall be a liaison between John L. Grove College of Business and AMA national events. He/she shall communicate the COB and AMA event opportunities to chapter members as well as field questions and requests from both entities. The VP of Communications shall be in charge of the minutes of each executive board and local member meetings.

VP of Finance

The VP financial officer shall decide upon and collect all club member dues and deposit them in the chapter's bank account. He/she shall work closely with the executive vice president to collect club dues from all members. He/she will be responsible for making all necessary expenditures when authorized by the president, assessing all budgetary requests from executives and project managers, keeping financial records, and submitting a written financial report to the executive board at the last regular meeting of each semester. The VP of Finance shall hand out extra credit papers at meetings, organize dues and give receipts and create an excel sheet of who has paid.

VP of Marketing

The VP of marketing shall market the organization's services to local and national companies, generate leads for new projects, make presentations on behalf of the chapter, and maintain relationships with possible clients for future project teams. VP of Marketing shall send out email and hang up fliers for fundraisers and keep board in hallway updated.

VP of Social Media

The director of digital media shall maintain the chapter's online presence including Facebook, Twitter, and WordPress pages. He/she shall also schedule project teams to submit marketing articles for the chapter blog throughout the semester. VP of Social Media shall keep social media updated, print pictures for the board in the hallway and head of Airmen Air Project.

VP of Programming

The VP of Programming shall lead on-campus recruiting and marketing activities. These responsibilities will require the marketing director to work closely with the executive vice president, VP of Social Media, and the director of VP of Communications to coordinate an effective marketing campaign and on-campus presence. The VP of Programming shall plan and organize fundraisers and create fliers for fundraisers.

VP of Membership

The VP of Membership shall promote becoming a member, this being local and national and promote the benefits of becoming a national or local member. They shall keep track of members list and attendance points in order to get cords. They shall also take attendance at meetings

Newsletter Editor

The Newsletter Editor oversees creating a newsletter for each month of the semester. Even though we have two meetings a semester, the newsletter should be done before the first meeting of that month to give members concepts and events that will be taking place during that month of the semester.

Philanthropy Chair

The philanthropy chair needs to find an organization for the year 2020-2021 to raise awareness to and help out including volunteer work and donations. They are in charge of creating and posting flyers throughout Grove College of Business and in the CUB (needs to be approved by Dr. Rahman and the CUB). They will also need to propose enough events to meet our minimum requirement and set goals to achieve it.