

National Association of Students for Students, Inc.

Duties and Responsibilities

❖ The President

- Creating, communicating, and implementing the organization's vision, mission, and overall direction.
- Leading, guiding, directing, and evaluating the work of other executive leaders including vice presidents and directors, and committee chairs
- Formulates and implements the strategic plan that guides the direction of the organization.
- Overseeing the complete operation of the organization in accordance with the direction established in the strategic plans.
- Evaluating the success of the organization and reporting to the national headquarters
- Maintaining awareness of both the external and internal competitive landscape, opportunities for expansion, markets, and so forth
- Represents the organization in civic and professional association responsibilities and activities in the local community, the state, and at the national level. (Other executive leaders bear responsibility for these ventures as interested or assigned as well.)

❖ The Vice President

- Leading, guiding, directing, and evaluating the work of other executive leaders including directors and committee chairs.
- Achieving the organization's overall strategic goals
- Overseeing the complete operation of the organization in accordance with the direction established in the NASS Constitution.
- Maintaining awareness of both the external and internal competitive landscape, opportunities for expansion, markets, and so forth
- Performing other responsibilities as assigned by the president

❖ The Treasurer

- facilitate strategic thinking within the Board about short- and long-term financial strength
- develop financial literacy among all the directors
- establish a dashboard or set of key performance indicators that tells the Board at a glance how the organization is doing on critical measures (after facilitating a discussion with the Board on what those critical measures are)
- regularly report to the Board on that dashboard
- ensure prudent asset management in accordance with financial objectives and Board-approved policy
- oversee development of and monitor compliance with Board-approved financial policies
- chair the Finance Committee and ensure that it achieves annual goals and objectives
- ensure that staff properly receive and give receipts for all moneys due and payable and deposit all moneys in the name of the organization in authorized financial institutions

❖ The Secretary

- Keeps the official records and minutes of the corporation.
- Serves as a focal point for communication with and between the board of directors, committee chairs, and members of the organization.
- Responsible for ensuring that the records of the Board's actions reflect the proper exercise of those fiduciary duties.
- Provides advice on corporate governance issues, particularly related to the re-election of directors and other shareholder action taken at Annual Meetings.
- Responsible for the Organization's Corporate Governance Principles or Guidelines

Name: _____ Position: _____ Term: _____

Signature: _____ Date: _____

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Operations Director

- Oversee day-to-day business operations, including new business, managing staff and IT support.
- Responsible for all personnel issues, including enforcing policy and procedures, recruitment, orientation, planning and reviews.
- Review resumes and conduct interviews for open positions including but not limited to Coordinators, Admins, Interns.....etc
- Oversee the fundraising/finance committee, including job cost analysis stages.

Community Service Chair

- The Community Service Chair is responsible for creating an environment within the chapter that fosters a commitment to benefiting others.
- He/she is responsible for promoting, planning and executing events and projects related to serving the community. Also responsible for dealings with the RSSW

Fundraising Chair

- The primary responsibility of the Fundraising Chair is to develop and lead the execution of a fundraising strategy for the organization.
- The Fundraising Chair works closely with the Treasurer to keep track of the success of the fundraising activities.

Education Director

- Works closely with community advisory groups to shape and mold curricula to meet student needs. As a mentor, coach members on how to implement learning programs and work closely with school boards to ensure rules, law and regulations are upheld.
- The Education Director makes contact with local schools and community organizations to collaborate on educational programs

Technical Director

The Technical Director has the responsibility for the technical operations of anything involving our organization, including lighting, sound, set design and construction, and coordinating necessary maintenance. Also takes care of any issues relating to electrical appliances.

Events Coordinator

- Assist with negotiations for space contracts and book event space, arrange food and beverage, order supplies and audiovisual equipment, make travel arrangements, order event signs
- Conduct research, make site visits, and find resources to help staff make decisions about event possibilities.
- Serve as liaison with vendors on event-related matters.
- Prepare nametags, materials, notebooks, packages, gift bags, registration lists, seating cards, etc.