

Public Health Student Organization Executive Board Positions and Descriptions

A) President

- a) Executive Officer of PHSO and takes the lead in determining organizational objectives
- b) The president works with all PHSO officers to ensure that the MPH student interest is being observed
- c) The president will be responsible for setting dates, times, and locations of meetings.

B) Vice-President

- a) VP works with the president and other offices in planning, organizing, and implementing activities.
- b) The VP is responsible for exercising powers and duties of the president in his/her absence.

C) Secretary

- a. The secretary communicates news about PHSO through MPH listproc and other forms of communication (i.e. flyers, reports, etc.)
- b. The secretary creates and maintains excellent records of activities and meeting of PHSO
- c. The secretary, following a meeting distributes copy of the minutes to MPH students via listproc.

D) Treasurer

- a. The treasurer serves a critical role for PHSO, as maintaining financial records
- b. The treasurer will be called upon to provide a financial report to the executive board and general body.
- c. The treasurer is responsible for collection of any and all funds for PHSO.

E) Major Representatives:

- a. Serve as a liaison between the officers of PHSO and students in their respective program
- b. Major Reps serve as a leader are expected to participate in the majority of MPH events

F) Social Chair

- a) Plan a social event at least once a month (i.e. bowling night, skating, dinner, etc)
- b) Develop a committee to aid you in the process, if needed
- c) Have dates for event available at least 2 weeks prior

G) Community Service

- a. Plan a community service event at least once a month
- b. Develop a committee to aid you in the process
- c. Have dates for event available at least 2 weeks prior
- d. Provide information about the services project in writing (email counts) for all MPH students
 - a) This includes date, time, and location
 - b) Background information on organization we are assisting, if possible
 - c) Explain the type of work we would be performing