



**SALUKI
ENTREPRENEUR
CORPS**

**EXECUTIVE TEAM
POSITIONS AVAILABLE
2019-2020**

**VP of Member Services
VP of Marketing and Communications
VP of Community Development
VP of Finance
Director of Operations**

President – Responsible for making final executive decisions. Acting as a liaison between advisors and executive board. CEO of Chapter Business. Responsible for organization sponsorships. Direct liaison between club chapter and National CEO.

Vice President – Responsible for assuming all duties of President when he/she is absent or incapable of fulfilling those duties. Responsible for leading executive board meeting. Oversees and facilitates communication with all other VP's. COO of Chapter Business. Responsible for Chapter Speakers or Community Member workshops.

VP of Member Services – Sets up table hours when necessary. Heads new member recruitment initiatives. Responsible for conducting an aggressive and comprehensive recruitment campaign. Manages attendance roster. Director of operations for Chapter Business. Presents membership report at executive board meeting.

VP of Marketing and Communications – Chapter Business marketing plan creation and implementation (coordinate with VP Member Services). Responsible for tabling, marketing budget (coordinating with VP of Finance). Posting flyers, and creating events on campus that promotes the organization. (Beginning of the Semester Party, press releases, etc.). Manages social media and other communications outlets. Presents marketing and communications report at executive board meeting.

VP of Community Development – Distributes monthly emails to members (newsletter). Presents monthly award and funding opportunities to the organization. Updates CEO Headquarters on “need to know” news. Director of all external relations to the club. Reports monthly accomplishments (Report Card) to the entrepreneurship center and college. Stays in contact with all outside club relations including speakers and representatives of other organizations. Sends thank you notes to individuals who have helped the organization. Presents community development report at executive board meeting.

VP of Finance – Must provide monthly written reports to President and Faculty Advisor. Keeper of financial records and statements up to date at all times including membership dues. File one appropriation to Student Government each semester. Coordinate with the Entrepreneurship Center or college for funding. Manages Chapter Business Budget. Keeps track of inventory and records member registrations to VP of Member Services. Responsible for making all necessary expenditures when authorized by President and Faculty Advisor. Presents finance report at executive board meeting.

Director of Operations – Works closely with President on logistical operations such as scheduling, transportation, or other Chapter business. Responsible for collecting and distributing executive meeting materials. Assists the President and Vice-President as needed to properly conduct Chapter business.