USC Pre-OT Club
Executive Board Positions and descriptions

A. President -- responsible for: preparing agendas for all club meetings; leading all club and executive board meetings; working with the faculty advisor to arrange the calendar of events; assisting all other executive board members.

B. Vice President -- responsible for: assisting the President and leading meetings if the President is absent; working with faculty advisor to arrange club field trips; working with the PR Chair to strive to increase the visibility of the club; assisting all other executive board members.

C. Secretary -- responsible for: taking attendance, taking minutes at each meeting, keeping track of member participation, preparing a member contact information roster, writing thank you notes to facilities, guest speakers, and other acknowledgements; assisting all other executive board members.

D. Treasurer -- responsible for: organizing fundraising events; managing the bank account; keeping receipts; assisting all other executive board members.

E. Public Relations Chair(s) -- responsible for: striving to increase general awareness of Occupational Therapy on the University Park Campus; Planning an event for OT Month (April); reserving publicity space; making banners; making and distributing fliers; assisting all other board members.

F. Philanthropy Chair(s) -- responsible for: connecting the Pre-OT Club with other philanthropic clubs' events; organizing Pre-OT Club philanthropic events; assisting all other executive board members.

G. Social Chair(s) -- responsible for: planning social activities for club members; assisting all other executive board members.

H. Historian -- responsible for: taking pictures / videos of club activities; organizing the Pre-OT Club display case at USC Occupational Therapy Division; assisting all other executive board members (especially the PR Chair)