

ASIS&T STUDENT CHAPTER AT THE UNIVERSITY OF BRITISH COLUMBIA
Officers 2006/07

- Chapter Officers serve for the period May of the year elected to August of the following year, acting as advisors to incoming officers during the overlap of the summer term.
- Officers must be student members of ASIS&T.

Chair – Todd Gniissios (January 2005 intake)

Duties:

- The Chair will preside over all meetings of the Student Chapter and the Executive Committee.
- Ensure compliance with club bylaws.
- Appoint the Chairs and members of all committees, with approval of the Executive Committee.
- Default contact and spokesperson for the Club to SLAIS, ASIS&T, other student bodies, and external groups etc. Chair may delegate organizational contacts to other club members.
- Establish goals and objectives for the year, including fundraising targets, events, and any other items with the approval of the Executive Committee.
- Chair shall ensure the annual financial report of the Student Chapter is filed with the Executive Director of ASIS&T within thirty days of the close of the clubs fiscal year.
- Hand over all files and information to the incoming Chair at the end of their term.

Vice-Chair – Adam Farrell (January 2005 intake)

Duties:

- The Vice-Chair shall actively assist the Chair as required by the Chair or Club.
- Preside at Executive Committee or Student Chapter meetings in the absence of the Chair.
- Automatically succeed to the Office of Chair upon the death or resignation of the Chair.
- Hand over all files and information to the incoming Vice-Chair at the end of their term.

Secretary – to be elected

Duties:

- The Secretary shall carry out the customary functions of the office including taking minutes at Executive Committee and Student Chapter meetings, distributing minutes in a timely manner, collecting correspondence, forwarding correspondence/information to the appropriate Club officer, and maintaining the Club's print files.
- Implement the decisions and policies of the Executive Committee.
- Hand over all files and information to the incoming Secretary at the end of their term.

Treasurer – to be elected

Duties:

- The Treasurer shall carry out the customary functions of the office including collecting all monies, paying all expenses, maintaining bank accounts, reporting income and expenses at each Executive Committee meeting, providing a written report at the meeting where officers for the following year will be elected, and creating the Annual Financial Report (fiscal year June to following May) for submission to ASIS&T by the end of June.
- Implement the decisions and policies of the Executive Committee.
- Hand over all files and information to the incoming Treasurer at the end of their term.

Web Master – Desy Wahyuni (September 2005 intake)

Duties:

- The Web Master shall carry out the customary functions of the office including creating, maintaining and modifying the website, blog, mailing lists and electronic records.
- Implement the decisions and policies of the Executive Committee.
- Hand over all files and information to the incoming Web Master at the end of their term.