

General and Weekly Duties for all positions

- Collaborate with the Executive Board (E-Board) to make decisions on event and meeting planning, construct PowerPoint slides, research topics, organize fundraising and educational events, manage distinguished member events, keep records, and handle financial transactions. Weekly responsibilities include attending E-Board and Club meetings (Wednesdays at 7:30 pm, arriving 15 minutes early for Club meetings), communicating with the E-Board primarily through GroupMe, delineating responsibilities, pursuing goals with external organizations, planning content and meeting structures to better reach members, and managing email correspondence regarding member inquiries, points, dues, etc. Participate in recruitment events like Admitted Students Day, Springticipation, and Sparticipation by running tables, engaging with potential members, and promoting the Neuro Club.

Vice President

Semester-Wide Initiatives:

- Create, format, and update the member tracking sheet, which includes attendance, event sign-ups, and general E-Board contact information. Update and manage information dissemination through various platforms (e.g., Involve@state, Teams, Google Calendar), ensuring all events and meetings are well-publicized and information is accurately conveyed to members.

Administrative and Communication Responsibilities:

- Ensure the smooth operation of the club by booking rooms, creating events on Involve@state, and putting meeting minutes on Drive after every meeting. Post information about upcoming events and meetings on relevant platforms, send out emails with important information after meetings, and maintain a Google Calendar for E-Board or club events.

Event Planning and Member Engagement:

- Attend Neuro Club events to represent the E-Board and interact with members, showing a commitment to the club's community. Plan at least one Distinguished Member event per semester, taking the lead in its organization but collaborating with the E-Board. This involves advising members on Distinguished Member information and ensuring the event's success through effective promotion and execution.

Secretary

Preparation and Documentation:

- Handle pre-meeting responsibilities, including creating Google Forms for attendance tracking, developing informative documents for bi-weekly emails, and preparing slides with essential contact information and meeting content. Attend Executive Board (Eboard) meetings, ensuring *detailed meeting minutes* are taken to document discussions and decisions accurately.

Active Participation and Communication:

- Participate actively in club meetings, demonstrating engagement and leadership. Post-meeting, promptly update the attendance tracking sheet with data from the Google Form and draft bi-weekly emails using Mailchimp to keep members informed about club activities, upcoming events, and important announcements.

Administrative and Organizational Tasks:

- Responsibly manage club member correspondence, aiming to check and respond to emails approximately once per day to ensure timely and efficient communication. Additionally, prepare for virtual engagement by creating Zoom links for meetings as necessary, ensuring accessibility and continuity of club activities.

Treasurer

Financial Management and Reporting:

- Utilize Venmo for transactions and meticulously update the club's Excel ledger to accurately track income and expenditures. Regularly review the club's financial status to ensure a clear understanding of its fiscal health, facilitating informed decision-making and transparent reporting to the club members.

Collaboration and Financial Strategy:

- Collaborate closely with the fundraising chair and other committee chairs to manage and allocate funds effectively for various activities. Proactively contribute ideas and strategies for cost-saving measures, identifying opportunities for the club to optimize its financial resources and support sustainable growth.