

ARTICLE II - OFFICER'S DUTIES

SECTION 1: President.

The President shall:

- (1) Have general supervision of the affairs of the BACC and preside at all meetings,
- (2) Appoint ad-hoc committees and Executives at Large as necessary to perform special functions and act as an ex-officio member of these committees,
- (3) Call the council meetings of each semester announcing the time and location of those meetings,
- (4) Prepare a written report upon leaving office of all BACC activities occurring during that term and deliver a copy of this report to the incoming President,
- (5) Act as BACC representative at all BOCC meetings,
- (6) Inform Executive Board of BOCC actions relevant to BACC,
- (7) Make sure BACC is in compliance with BOCC rules, and
- (8) Advise the BACC as to the proper parliamentary procedures as set forth in Robert's Rules of Order (Revised),
- (9) See that other BACC officers perform their duties in accordance with the BACC Constitution and Bylaws,
- (10) Chair all elections and voting,
- (11) The President shall have final authority over all matters concerning the Executive Board and committees, and
- (12) Actions of the President may be overridden by a majority of the remaining Executive Board or two-thirds (2/3) of voting members
- (13) All matters not contained herein are the express responsibilities of the President or an appointed representative of the President.

SECTION 2: Vice President of Administration.

The Vice President of Administration shall:

- (1) Perform all duties of the President in absence of the President,
- (2) Take attendance at each meeting of the BACC and advise the President of the status of the quorum,

- (3) Determine voting eligibility as set forth in the Bylaws,
- (4) Accurately record the minutes of the meetings of the BACC,
- (5) Make copies of the minutes of the BACC meetings available to all BACC members upon request.
- (6) Maintain copies of the BACC Constitution and Bylaws and make these copies available to BACC members upon request,
- (7) Prepare a written report of BACC activities conducted through the office of the Vice President of Administration upon leaving office and deliver a copy of this report to the incoming Vice President of Administration, and
- (8) Perform any other duties as requested by the President.

SECTION 3: Treasurer

The Treasurer, under the direction of the President and the BACC shall:

- (1) Advise the President and Executive Board of the current financial status of the BACC,
- (2) Preside over budget and audit processes as necessary,
- (3) Chair the Budget Committee
- (4) Fully acquaint the incoming Treasurer and President with financial procedures,
- (5) Be authorized to submit to Student Government proper forms for the allocation of BACC funds for projects which have been approved by the BACC,
- (6) Compile a comprehensive report submitted to the incoming President and Treasurer covering all phases of the Treasurer's activities. Include all pertinent recommendations or suggestions, which would improve BACC operations,
- (7) Attend BOCC meetings

SECTION 4: Vice President of Professional Development.

The Vice President of Professional Development shall:

- (1) Create and update training and reference materials for participating organizations, including a President's Handbook
- (2) Coordinate educational seminars with the purpose of providing officer training and enhancing

information sharing

(3) Facilitate participating organizations executive boards transitions

(4) Compile a comprehensive report submitted to the incoming President covering all phases of the Vice President of Professional Development's activities. Include all pertinent recommendations or suggestions, which would improve BACC operations,

SECTION 5: Vice President of Marketing.

The Vice President of Marketing shall:

(1) Hold direct communication between BACC and students of the Warrington College of Business Administration,

(2) Market BACC Executive Board's collaborative events

(3) Assist participating organizations in marketing their events

(4) Oversee the Warrington Times Department

(5) Maintain the BACC bulletin board.

(6) Compile a comprehensive report submitted to the incoming President covering all phases of the Vice President of Marketing's activities. Include all pertinent recommendations or suggestions, which would improve BACC operations,

SECTION 6: Vice President of Programming.

The Vice President of Programming shall:

(1) Organize and supervise the biannual Business Bash,

(2) Coordinate collaborative business school events,

(3) Prepare a written report of BACC activities conducted through the office of the Vice President of Programming upon leaving office and deliver a copy of this report to the incoming Vice President of Programming, and

(4) Perform any other duties as requested by the President.