



Executive Board Officer Position Descriptions

All one-year terms elected/appointed at the Spring Conference

President (elected by GA) – The president works closely with the AASG executive director to set general direction of AASG, supervise fellow executive board members and set agendas for regular executive board teleconferences and business meetings, as well as meetings of the general assembly. The president chairs all meetings of the executive board and general assembly, as well as acts as a spokesperson for AASG. The president appoints all committee heads and committee members.

Vice President (elected by GA) – The vice president supervises and coordinates all AASG resolutions including, but not limited to: working with authors, sending passed resolutions back to authors in a timely fashion, and coming up with new ways to bring in resolutions. The vice president also takes on all presidential duties when the president is unable.

Public Relations (elected by GA) – The public relations board member communicates all executive board news, decisions, or other information to AASG’s members via social media outlets. It is highly recommended that this person have access to a mobile device and internet connectivity and is willing to update all AASG social media at least once per month.

Secretary (interviewed by E-Board) – The secretary takes minutes at all meetings of the executive board and general assembly and publishes those minutes in a timely manner. The secretary must possess excellent typing skills and be able to summarize information effectively.

Treasurer (interviewed by E-Board) – The treasurer works closely with AASG executive director, as well as parent organization ASAA, to set budget goals for AASG. The treasurer will also present an annual budget to the executive board for approval. The treasurer communicates with other organizations around the state regarding sponsorships, grants, or other financial allocations.

Parliamentarian (interviewed by E-Board) – The parliamentarian acts as chief advisor to the president and general assembly regarding all matters having to do with parliamentary procedure or AASG’s constitution and bylaws. The parliamentarian works with the president to supervise all elections.