

TSDA Officer Duties

PRESIDENT*:

- Works with the TDA/TSDA liaison to plan TSDA activities and the annual meeting
- Presides over TSDA meetings, including TSDA executive board meetings and general business meetings
- Plans activities for the annual meeting and any other TSDA/TDA activities
- Responsible for inviting speakers to the annual meeting
- Responsible for recruiting writers for the monthly TSDA newsletter and editing the newsletter
- Informs SDA chapters of TSDA activities and conducts officer elections
- Must have previous leadership experience
- Hosts biannual (at least) webinar or telephone conferences with the other officers to make sure the team of officers is progressing toward their goals in a timely manner

VICE PRESIDENT*:

- Responsible for designing the monthly TSDA newsletter and emailing the members with the newsletter
- Keeps in touch with all chapters
- Helps treasurer plan fundraising activities
- Helps president plan for annual meeting
- Presides when the president cannot

SECRETARY*:

- Attends all meetings and records important event information
- Writes the minutes and then types and mails them to all officers and the TSDA liaison
- Acquires all member's addresses and compiles a membership directory for each chapter
- Designs t-shirt, orders the shirts, and distributes them and the membership cards to the schools
- Types and mails correspondence
- Keeps letterhead

TREASURER*:

- Keeps a ledger of all expenses, debits, credits, etc.
- Writes a treasurer's report three times a year
- Keeps receipts and reimburses when necessary
- Writes checks and collects fees
- Keeps checkbook balanced
- Helps vice president find scholarship information and fundraising events
- Finds sponsors to pay for activities and annual meeting
- Collects dues and designs membership cards

HISTORIAN*:

- Maintains the TSDA scrapbook
- Maintains the TSDA website by working with the website designer
- Assists vice president with newsletter information
- Creativity and computer knowledge required

*Please note that some required duties may not be listed here and are subject to the president's discretion.