

OFFICER POSITIONS

Women in Science: Development, Outreach, & Mentorship The University of Texas Health Science Center at San Antonio

A. President

1. Preside at all executive and general membership meetings of WISDOM.
2. Shall appoint chairs of all committees unless otherwise stated in these bylaws.
3. Appoint special ad-hoc committees and make other appointments as needed.
4. Serve as ex-officio member of all committees.
5. Be responsible for the agenda of all scheduled meetings.
6. Be the official representative and spokesperson for WISDOM.
7. Office will be replaced if absent from 2 general membership meetings.
8. Must have served in at least one other WISDOM executive position prior to running for first term (i.e. VP, Secretary, Treasurer, Outreach Chair, or Historian).

B. Vice President

1. Preside in the absence of the President.
2. Assume the duties of the President in the event of a vacancy in the office of the President.
3. Compile and maintain the official Registry of Membership.
4. Arranges and schedules rooms for meetings and events. Consults on campus contacts to confirm catering and room availability.
5. Be responsible for accuracy of these bylaws.
6. Office will be replaced if absent from 2 general membership meetings.

C. Secretary

1. Record the proceedings of all general & executive meetings.
2. Distribute the minutes of meetings within seven days of such meetings.
3. Submit a current list of newly elected officers.
4. Shall assume the responsibility for the upkeep of the office including files, publications, and other supplies as directed.
5. Responsible for all correspondence to members including announcements of events, outreach, and general items.
6. Organizes executive meetings bi-monthly or as called by the president.
7. Submits a current list of newly elected officers to the Office of Student Affairs.
8. Responsible for miscellaneous correspondence.
9. Office will be replaced if absent from 2 general membership meetings.

D. Treasurer

1. Act as custodian of all WISDOM funds, & deposit such funds.
2. Draft a budget if requested by the Executive Board for the general funds.
3. Office will be replaced if absent from 2 general membership meetings.