

## Leadership Officer Responsibilities & Expectations

### Mu Alpha Theta Math Honors Society

**President:** Presides over monthly meetings; leads planning effort for activities (mainly Mini Mathlete tournament in April), works with VP to manage tutoring hours/assignments for lunch periods.

**Vice- President:** Works with President to manage tutoring hours/assignments for lunch periods. Manages communication with members (email, Remind..etc).

**Secretary:** Manages meeting minutes; maintains club website; responsible for all sign-up sheets, work with Treasurer in documenting and keeping track of up-to-date service hours for members (helps to determine eligibility for honor cords)

**Treasurer:** Helps secretary to manage requirements of student service hours: Help with additional responsibilities delegated by President and VP. Maintains/Updates Mu Alpha Theta Bulletin Board.

\*Responsibilities can be adjusted accordingly by the current officer members