

## **Leadership Officer Responsibilities & Expectations**

### **Mu Alpha Theta Math Honors Society (2021-22)**

**President:** Presides over monthly meetings; leads planning effort for activities (mainly Mini Mathlete tournament Spring 2022), works with VP to manage tutoring hours/assignments for 4<sup>th</sup>/5<sup>th</sup> period lunches.

**Vice- President:** Works with President to manage tutoring hours/assignments for 4<sup>th</sup>/5<sup>th</sup> period lunches. 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.