

Officer Roles and Duties

The President

- A. Preside over ALL executive and/or general ATSO meetings. The President will present an agenda for each meeting for the advisors approval PRIOR to the meeting. Copies will be provided for those in attendance.
- B. Call special meetings at the request of the advisor.
- C. Vote ONLY in the case of a tie.
- D. See that all meetings are conducted according to Parliamentary procedure.
- E. Represent ATSO at those functions necessary for Athletic Training Student representation.
- F. Attend ATSO officer workshop

Vice President

- A. Preside over executive and/or general ATSO meetings in the absence of the President.
- B. Serve as the Director of ALL committee work.
- C. In charge of ATSO calendar
- D. Supervise arrangements for ATSO chairperson of assemblies.
- E. Serve as director of ATSO newsletter in correspondence with reporter.
- F. See that order is maintained and parliamentary procedures are carried out at all meetings.
- G. Attend ATSO officer workshop.

Secretary

- A. Keep accurate minutes of ALL meetings, regular or called.
- B. Call Roll
- C. Write ALL matters of appreciation to guest speakers, entertainers in assemblies, and notable acts that need recognition.
- D. Handle all correspondence
- E. Attend ATSO officer workshop.

Treasurer

- A. Keep accurate records of the financial transactions of the ATSO.
- B. Submit a report to EACH general assembly of the ATSO concerning the financial transactions.
- C. Attend ATSO officer workshop

Reporter

- A. Submit to the University newspaper, local newspaper, and radio and/or televising stations any items that are newsworthy concerning the ATSO or ATSO activities. The advisor MUST approve any report BEFORE submitting.
- B. Preside as temporary secretary in the absence of the secretary.
- C. Work in correspondence with Vice President on ATSO newsletter.
- D. Attend ATSO officer workshop

