

V. OFFICERS

1. All members of the Executive Committee are *officers* of the Club.
2. Only the President, Treasurer, and one other officer appointed by the Executive Committee shall be *signing officers*.
 - Cheques shall require the signature of the Treasurer and one other signing officer.

The Powers and Duties of Officers shall be:

1. PRESIDENT
 - a. To prepare agendas with Secretary, chair meetings, and co-ordinate the activities of the Club;
 - b. To ensure that the requirements of the Constitution and the decisions of the Club are carried out;
 - c. To represent the Club where the Forum and Communications Officer cannot attend;
 - d. To keep all relevant Club documents with Treasurer and Secretary;
 - e. To act as a signing officer; and
 - f. To delegate duties to the Vice President.
2. VICE PRESIDENT
 - a. To act in lieu of the president by performing the appropriate duties when the president is absent; and
 - b. To assist the president by performing duties delegated to him or her by the president.
3. SECRETARY
 - a. To keep minutes of meetings;
 - b. To post and make public the minutes of previous meetings within forty-eight hours;
 - c. To collect and maintain integral club documentation; and
 - d. To help organize and contribute to internal functioning where necessary.
4. TREASURER
 - a. To maintain all financial records of the Club, including an account of all funds received and spent;
 - b. To prepare budgets, to have the books available for inspection, and to fill cheque requisitions; and
 - c. To act as a signing officer.
5. FORUM AND COMMUNICATIONS OFFICER
 - a. To conduct all forms of campus advertisement;
 - b. To maintain social media platforms and use social media to promote Club activities; and
 - c. To act as liaison between the Club and relevant external bodies as seen fit by the Executive Committee.

The Powers and Duties of Signing Officers shall be:

1. SIGNING OFFICERS
 - a. To sign cheques and make cash withdrawals, having first determined that the particulars are correct, and that the expenditure is duly authorized.