

OFFICER/COMMITTEE POSITION	ELECTED/ APPOINTED	DESCRIPTION	APPROXIMATE TIME INVOLVED *
President	Elected	The President presides at all meetings, acts as ex-officio member on all committees except the Nominating and Audit Committee. Performs all other duties which pertain to the office. The President has power to appoint the chair and membership of special committees as will be necessary for the proper conduct of the business of the CLAM.	5 – 20 hours/week
Vice-President At-Large	Former President	Shall assist any officer when needed, fill any office when vacant until same can be filled by the executive board, and will officiate in the absence of the President.	Minimal – as needed
1 st Vice-President, Membership	Elected	Shall be in charge of Membership. She shall insure that all eligible people are urged to become members of the club, collect membership dues, keep the membership roster, insure production and assembly of each member handbook, and maintain a current list of all students attending the University from this area.	10 hours/month
2 nd Vice-President, Programs	Elected	Shall be in charge of Programs. She will make arrangements for and have charge of all programs of the club with special emphasis on the objectives of the club.	5 hours/month
3 rd Vice-President, Ways and Means	Elected	Will plan and arrange for fundraising activities.	5 – 20 hours/week
4 th Vice-President, Publicity	Elected	She will furnish the news media items of interest concerning the club for publication, including notices of meetings. In addition, she will insure that all forms of media in use for club notifications are updated and maintained monthly.	2 – 5 hours/week
5 th Vice-President, Hospitality	Elected	Will be responsible for securing the meeting places in cooperation with the President, have charge of promoting fellowship among members at meetings, arrange for the decorations, refreshments and opening ceremonies for each club meeting and/or special events.	5 - 10 hours/month
6 th Vice-President, Outreach	Elected	Will be responsible for promoting good will through insuring the recognition of special moments/events for member Aggie Moms and students and insure the receipt of care packages and senior gifts.	5 - 10 hours/week
Secretary	Elected	Will keep the minutes of the regular and executive board meetings, have charge of all records, notify executive board members of meetings, and take care of all correspondence pertaining to the business of the club.	5 - 10 hours/month
Treasurer	Elected	Shall receive, hold, and disburse all moneys and give receipts for the same, pay out money and only by check, and expend money only when authorized by the accepted budget, or on order of the club or the executive board. The Treasurer will prepare the books for audit. The Treasurer will serve as Chair of the Budget Committee.	5 - 10 hours/month
Historian	Elected	Will photograph club meetings and events and assemble a scrapbook of the year's activities which will be presented to the club President at the conclusion of the President's term of office.	5 - 7 hours/month
Parliamentarian	Elected	Will make recommendations of points of order when call upon by the presiding officer.	1 - 3 hours/month, unless Bylaws revisions are needed
Scholarship Committee	Appointed by President	Will consist of 3 members and will study and report on rules and regulations of handling this fund and will perform other duties pertaining to same as authorized by the club.	3 – 5 hours/month
Nominating Committee	5 members Appointed by President	No member will serve on the committee two years in succession. The nominating committee will submit names of active members for the election of officers at the March meeting. Additional nominations may be made from the floor.	10 - 20 hours in February and March
Budget Committee	Appointed by President	The Budget committee will include the President, Treasurer, and the 3 rd Vice-President, plus two other members appointed by the Presidents. They will present the annual budget at the May meeting for approval by the members.	5 - 10 hours in April - May
Audit Committee	Appointed by President	This committee will consist of 3 members and be appointed by the President at the April meeting for at any time necessary to examine the records of the Treasurer and report on the same at the September meeting.	5 - 10 hours in May-June 2 – 5 hours for Quarterly reports

* Add an additional 4 hours each month to attend the Executive meeting and the general club meeting.