



## **Council Officer Position Descriptions**

*Secretary/Treasurer (required positions, may be combined into one position)*

### **Secretary**

Required Responsibilities:

- Takes minutes at all council and board meetings. Prepares minutes according to guidelines. Submits copies of meeting minutes via the [CUES Council Meeting Minutes Submission Form](#).
- Maintains attendance records.
- Notifies CUES of new officers via the [CUES Council New/Updated Council Officer Form](#)
- Maintains mailing labels and lists from CUES as needed
- Maintains files of all minutes and correspondence

### **Treasurer**

Required Responsibilities:

- Pays all bills from approved documented invoices
- \*Reconciles all financial records and submits an annual financial report to CUES
- \*Submits meeting expense receipt documents to CUES after each meeting
- \*The above submissions can be made via the [CUES Council Meeting Reimbursement/Budget Submission Form](#)

### **Responsibilities to be split among council officers:**

- Arranges programs for meetings, including:
  - Selection of topic, speaker, schedule of events, etc. focused on talent development
  - Create posts on CUESNet to attract more registrants

\*An event planning how-to, as well as a how-to for creating CUESNet discussion posts can be found at the [CUES Council Officer Toolkit](#)
- Writes and designs flyers for meetings (at least one month prior to the meeting)
- Coordinates facility needs and serves as coordinator for meetings at hotels
- Checks meeting room
- Arranges for audio/visual aids
- Introduces speakers
- Prepares evaluation forms for participants, and tabulates results for council officers
- Understands and abides by the following documents: [Council Bylaws](#), [Reporting Guidelines](#), and [UBIT](#)