

Role	Description
President	<p>The President will preside at all meetings. The President coordinates, oversees, and chairs the Executive Board.</p> <p>The President is the primary representative of the organization. The President chairs all meetings unless a different individual is otherwise designated. The president signs for the organization if the treasurer cannot, or refuses to do so after a vote by the Executive Board to the contrary. The President delegates to others in the organization as appropriate. President must keep up relations with sister chapters of GW as well as keep in contact with current/potential sponsors.</p>
Vice-President	<p>The Vice President's duties shall be to fulfill all responsibilities delegated by the president and/or the membership, and run elections unless they are a candidate in which case the Executive Board elects a different officer to run them. The vice president should ensure all other E-board members are fulfilling their duties to the best of their capabilities.</p>
Treasurer	<p>The Treasurer's duties shall be to sign for the organization, keep track of the organization's finances and corrects inaccuracies, ensure the financial deadlines are met, prepare a detailed budget for the following year early in the spring semester, represent the organization in the Student Association budget allocation process if the organization needs Student Association funding. Must allocate appropriate funds for event-related activities (food, supplies, etc.) as well as keep in contact with VPF of the Student Association for all financial-related activities.</p>
Secretary	<p>The Secretary's duties shall be to keep attendance records for all meetings, book rooms through the B-there portal, keep track of e-board meeting minutes, and provide short/long term agendas.</p>
Strategic Partnership Chair	<p>Responsible for connecting and collaborating with other student organizations. Responsible for establishing lines of communication with local businesses/organizations (ex.Blaze fundraiser).</p>

<p>Digital Marketing Manager</p>	<p>Responsible for keeping track of and updating all email, social media, and digital presences. This includes, but is not limited to:</p> <ul style="list-style-type: none"> - BeEngaged Listserv - Instagram - BeEngaged Website - GroupMe - And more... <p>You will not only be responsible for maintaining these platforms but content creation as well. For example, you will create/send out weekly emails as well as post regularly to social media accounts. Through content creation and upkeep, you will grow our presence on all platforms.</p> <p>Responsible for taking all pictures at events - should have access to a decent camera.</p>
<p>Event Operations Manager</p>	<p>Responsible for generating interactive content for GW meetings as well as providing an overall visual style guide for all GW related content. Also responsible for creating and providing all physical/digital GW related media (ex.flyers, tri-board, website design, etc.) A creative mindset and artistic skill are both pluses.</p>
<p>Research Analyst</p>	<p>Responsible for keeping up to date with current data/trends in legal cannabis markets, as well as deriving important/relevant data to be used in GW events/meetings. Must find professional reports online and create high-level synopses of findings. These synopses will be utilized in the creation of GW content.</p>
<p>Student Engagement Coordinator</p>	<p>Must be outgoing and willing to reach out to students in any given setting. Responsible for understanding the core mission of GW and what the organization encompasses, in order to accurately represent GW. This includes, but is not limited to:</p> <ul style="list-style-type: none"> - Tabling - Classroom Presentations - Posting flyers and other GW content around campus - And any other methods of raising awareness