



BA Officer Duties

President -- The president is responsible for leading the academy in all its worthy undertakings. He/she will be responsible for presiding over all meetings of the members and officers, providing an agenda of business to be transacted, assigning committees and committee chairs, and representing the academy when called upon. As President you will be responsible for organizing and preparing materials for our Academy Awards Ceremony.

Vice President -- The vice president's duties are to assist the President at all times in directing the work of our academy, presiding over meetings in his or her absence, and help to keep all committees working efficiently. VP is responsible for sending notices out to all members via email and remind 101. (DPBusiness@gmail.com)

Historian -- The historian's duty is to document activities for the year. This can be accomplished in part by gathering and submitting all photo of events for example, Relay for Life, meetings, and committee meetings. He/she will assist the Secretary in making academy reports by keeping a yearbook of pictures and articles published concerning the academy and its members, and help in compiling our organization's history. Other duties include creating a Monthly Flyer for Business Classes.

Parliamentarian -- The parliamentarian's duty will be to ensure that this organization is run according to good parliamentary procedure. He/she will assist the organization by providing guidance and information on parliamentary procedure in conducting meetings.

Secretary -- The secretary's duties include keeping accurate minutes of all meetings, carrying on all correspondence of our organization, and presiding over meetings in the absence of both the President and Vice President, or until a temporary officer has been chosen. He/she is responsible for Business Academy reports. He/she will keep an accurate list of members. He/she should provide the President with a statement of all business to be transacted at each meeting along with a list of all committees.