

Bylaws: Habitat for Humanity
A Breakdown of Officer Roles

President:

- Chairperson of the board and will direct all meetings of the board of the chapter
- Primary Role: coordinating collegiate challenge
- Contact for College Activities, local affiliates, and the Collegiate Challenge affiliate
- Locate transportation for the local builds via advisor (forward to her)
- Organize monthly meetings
- Find chaperones for the builds

Vice President:

- Fundraising for Collegiate Challenge and other purposes
- Making room and technical requests
- The VP will be in charge of ordering the t-shirts for Collegiate Challenge
- Coordinating with Sodexo to set up fundraising events at concession stands

Treasurer:

- The treasurer will have general charge of the financial affairs of the chapter
- The treasurer will be responsible for allocations each semester and the re-allocation period
- Requesting money for various club activities
- Monetary reimbursements from events for the rest of the board (i.e. receipts from builds)
- Request food for events

Secretary/public relations:

- The secretary will be in charge of priority points for the club
- He or she will be in charge of monitoring and sending from the iLearn, MailChimp, and Fox Mail accounts (other than Collegiate Challenge inquiries, which will be handled by the President)
- Meeting minutes, if utilized
- Review and submit Club Dash events pertaining to general member meetings
- Handling advertising for the club.
 - Ex: posters and flyers for events, digitally or non-digitally.
- Maintaining various social media including Facebook, Twitter, Instagram and the club website
- Updating the website and linking build signups to the page

Affiliate Liaison:

- Communication between the executive board and affiliates
- Scheduling builds, maintaining the build calendar
- Open builds, monitor the build status, and follow up with affiliates
- Set up guest speakers

All

- Attend a build each semester, if enough are scheduled
- Assist the president
- Review and submit Club Dash events pertaining to build you in particular went on

Freshman Representative:

- Attend all board meetings
- Assist other board members when needed
- Encouraged to engage Freshman about joining Habitat for Humanity

Shadowing positions:

- These students will be selected through an interest form
- These positions will not have a vote but are encouraged to share their opinions and suggest new ideas for the club
- These positions will help educate members about what each Habitat Board position does