

Future Healthcare Professionals – Officer Positions and Roles

President:

- Organize officer meetings
 - o Bi-monthly, or as needed for events
 - o Include sponsors
- Organize club meetings
 - o Monthly
 - o First Tuesday of each month
 - o Room 301
- Use Remind for officers/sponsors
- Coordinate Mental Health Walk
 - o Set date for approval October
 - o Planning stages during November/December
 - o Business Letter distributed in February
 - o T-shirt design with business logos in March
 - o T-shirts printed in April
- Brainstorm field trip ideas with the help of officers and club members
- Work with Vice-President to coordinate monthly Feature Friday segments
 - o Submitted by 4:00 pm Tuesday
 - o Create list of monthly “Awareness” topics
- Brainstorm fundraiser ideas
- Coordinate First Aid/CPR/AED Certification for Seniors
 - o Online Coursework in VISION
 - o Hands-on Skill Testing

Vice-President:

- Attend officer meetings
- Attend club meetings
- Coordinate member presentations during monthly meetings
 - o 1-2 per meeting
 - o Healthcare related field or topic
- Coordinate and collect point logs for club members, send reminders
 - o 2 points per semester
 - o Semester due dates
 - o Opportunities to earn points
- Work with President to help coordinate vendors and setup for the Mental Health Walk
 - o Vendor contacts
- Coordinate and distribute Senior Cords
 - o Number of active senior members
 - o Distribute during May meeting
- Coordinate officer elections for next year

Secretary:

- Attend officer meetings
- Attend club meetings
- Work with the Treasurer to coordinate t-shirt designs, orders and payments for club members
- Work with the Treasurer to coordinate t-shirt designs, orders and payments for Mental Health Walk shirts
- Work with the Treasurer for Field Trip permission forms and payments
- Create the business letter for the Mental Health Walk

Treasurer:

- Attend officer meetings
- Attend club meetings
- Track club members
- Collect dues, track with club members
- Work with Secretary to track t-shirt orders and payments
- Work with Secretary to track field trip permission forms and payments
- Work with President to brainstorm and coordinate fundraisers

Social Media:

- Attend officer meetings
- Attend club meetings
- Utilize Twitter account for club updates
- Coordinate Feature Friday updates
 - o Upcoming Fundraisers
 - o Membership Drive
 - o Special Activities
- Create flyers to advertise events
- Create and manage signups and reminders

All Officers:

- Communicate regularly through GroupMe
- Communicate updates and concerns with sponsors
- Have a PPT presentation in reserve as needed

Club Sponsors:

- Attend officer meetings
- Attend club meetings
- Provide financial updates
- Submit Building Use forms
- Submit Fundraising approval forms
- Coordinate Mental Health Walk
- Coordinate transportation for field trips
- Set up field trips, permission forms, payments if needed