DDS Officer Duties

# President and Vice President

Needs to be well versed with everyone’s tasks—needs to delegate responsibilities and make decisions. In charge of meeting times and meeting with Kaplan for the Auctions. Making sure that the club as a whole is running accordingly.

# Secretary

Member list, check email daily, accurate maintenance of membership paperwork, meeting minutes, keep Kaplan up to date with the membership roster.

# Treasurer

Deposit membership dues and auction money as well as any profit from fundraising and making sure reimbursements are dispensed.

# Activities Coordinator

Plan events with President and in charge of ordering food and equipment rentals such as projectors, rooms, etc. for each meeting.

# Volunteer Coordinator

Letting paid club members know about volunteer opportunities either from the UW Dental school or the community. Planning an excursion or field trip for all members to participate in on behalf of DDS.

# Public Relations

Make and distribute flyers prior to meeting dates as well as the bi-yearly newsletter. In charge of advertising the Club at tabling events by making new signs, banners or business cards.

# Webmaster

Manage the website and update it with new information about meeting dates or volunteer opportunities. Must also take pictures at every meeting and upload them onto the website within a week of the event/meeting.