

## **Computer Information Systems and Analytics Organization**

### **Job Descriptions**

*(Extracted from the proposed constitution)*

#### President

A. The president will preside at all meetings and will act as parliamentarian. The president will act as chairman of the executive committee and will be a member ex officio of all committees, which may be created. The president can make or entertain motions for the creation of new officer positions which will require the approval of the president and the majority vote of the members.

#### Vice-President

B. The Vice-President will actively assist the president and will fulfill the duties of president in the absence or inability of the elected president to do so.

#### Chief Recruitment Officer (CRO)

C. The Chief Recruitment Officer (CRO) shall coordinate all membership recruitment activities.

#### Secretary

D. The Secretary will make and keep accurate record of all proceedings of the organization, and will report at each meeting the report of the last meeting. The secretary will be responsible for keeping an accurate list of all members and their addresses and attendance at meetings.

#### Chief Financial Officer (CFO)

E. The Chief Financial Officer (CFO) will keep an accurate account of receipts and expenditures and any other business transactions. The CFO will approve disbursements for the organization and keep a record of such activity. The CFO

shall also make quarterly written financial reports. Additionally, the CFO will coordinate fundraising activities and hold these activities at least once per semester.

#### Chief Events Officer (CEO)

F. The Chief Events Officer (CEO) will coordinate all organization events, including securing space and coordinating with the other members of the executive council to ensure the success of the event.

#### The Chief Training Officer (CTO)

G. The Chief Training Officer (CTO) will coordinate training events for the organization. This includes contacting speakers and arranging times and dates that they are available to present for the organization. The CTO will coordinate these activities with the Director of Events.

#### Chief Communications Officer (CCO)

H. The Chief Communications Officer (CCO) will work with the secretary to maintain a list of current members and their contact information. The CCO will be the main conduit of communication to the body of members. The CCO will maintain a calendar of events that is accessible to all members of the organization.

#### Chief Corporate Relations Officer (CCRO)

I. The Chief Corporate Relations Officer (CCRO) will coordinate the organization's message to the professional corporate environment. This includes contacting local companies and corporations to find speakers to give

presentations to the organization. The CCRO will work with the CEO to organize and coordinate presentations.

#### Chief Remote Assemblage Liaison

J. The Chief Remote Assemblage Liaison (CRAL) will facilitate access to organizational events from identified, disparate locations, e.g., The Missouri Innovation Campus, and work with the Chief Events Officer in obtaining access to facilitates at remote locations. The CRAL will also work with the CCO to communicate organizational activities at the remote locations.

#### Executive Committee

K. The administration of the organization will be handled by an executive committee. The executive committee shall be called by the president at his/her discretion or by special request of the faculty advisor.

#### Non-Participation

Section 4: Any officer who misses two unexcused meetings will be removed from office at the next meeting upon a majority vote of the present members. If the officer is removed, a replacement shall be appointed by the highest-ranking officer.