

## Staff duties

This document is to be used as a guide for AFSC board members and the duties they have within the club.

### President

- Calls and organizes monthly board meetings.
- Conducts the board meetings.
- Informs the Agenda for each meeting.
- Coordination of the board members.
- Follows up on decisions and tasks of board members.

### Vice President

- Assists the President with the above duties.

### Secretary

- Holds the meeting minutes.
- Handles all correspondence.

### Treasurer

- In charge of the Club's accounting.
- Keeps a list of active AFSC members.

### Board members

- Assists the above board members.