UNIVERSITY OF HARTFORD AUDIO ENGINEERING SOCIETY
OFFICER RESPONSIBILITIES 2012-2013

PRESIDENT/SECTION CHAIR:
- Preparing and facilitating bi-weekly E-board meetings
- Delegating work among officers
- Using aes@hartford.edu and Facebook group to inform Section of upcoming events and opportunities
- Visiting AUD, MPT, and other relevant classes to promote Section membership and events
- Attending SGA club meetings
- Maintaining contact with the AES regional Vice Chair and other AES superiors
  - Strong interpersonal skills required
  - Candidates must be willing to devote long hours to ensure smooth section function and advancement. The Section Chair is the driving force of the executive board and should be passionate about serving the student body.

VICE PRESIDENTS/SECTION VICE CHAIRS (HARTT, CETA)
- Running Section and E-board meetings when President is not available
- Attending SGA club meetings when President is not available
- Meeting/communicating with Hartt and CETA faculty, respectively
- Maintaining Section website, uhaweb.hartford.edu/aes; Updating AES.org Section page
- Completing any executive task assigned by President
  - Strong interpersonal skills preferred

EVENTS COORDINATORS (HARTT, CETA)
- Contacting/booking guest speakers
- Coordinating with other clubs to plan cooperative events and avoid scheduling conflicts
- Reserving rooms for Section meetings and events
- Advertising for events via email, flyers, Hawk Talk, UNotes, Hartford.edu Campus Calendar, etc
  - Strong communication skills required

TREASURER
- Attending SGA club meetings
- Collecting, distributing, and submitting SGA paperwork regarding purchase orders and refunds
- Writing, distributing, and submitting contracts for guest speakers, performers, etc
- Checking SGA mailbox
- Drafting, revising, and submitting, and defending our annual budget request
- Recording E-board and Section meeting minutes when Secretary is not available
  - Strong documentation and organizational skills required

SECRETARY
- Recording E-board and Section meeting minutes
- Maintaining club email list
- Submitting monthly reports to SGA
- Writing/submitting meeting reports to AES.org
  - Strong written communication skills required
  - Strong documentation and organizational skills required
ALL OFFICERS ARE EXPECTED TO:

- Attend every bi-weekly e-board meeting
- Uphold a strong e-board communication policy
- Take initiative in programming for students and serving the best interests of the Society
- Encourage students to participate
- Represent Section at regional conferences, including attending the Student Delegate Assembly and Regions and Sections meetings at the bi-annual NYC AES Convention
- Stay up to date with outside regional and sectional AES events
- Make AES a top priority