MACS OFFICERS Responsibilities  
(Prior to Fall 2012)

No experience necessary! Commitment to the club is more important.

a. Responsibilities of all executive officers

- Attend officer meetings, about two per month.
- Should attend all events.
- Organize, advertise and run two events and support the organizers of two more.

We work collaboratively on all MACS activities. Our officers are devoted to the club and to benefiting the students.

b. President

- Represent the club proactively and make and maintain relationships with internal and external contacts.
- Provide leadership and direction for each semester's activities.
- Ensure the progress of quality events that satisfy the club's mission and benefit the students.
- Motivate all officers to meet their responsibilities and work harmoniously together.
- Run officer meetings.

c. Vice President

- Represent the club proactively and make and maintain relationships with internal and external contacts.
- Run officer meetings in the President's absence.
- Schedule officer meetings.
- Take minutes at every officer meeting.
- Maintain other MACS documentation.

d. Treasurer

- Monitor the MACS budget.
- Maintain a list of expenditures and remaining funds.
- Support funding applications.
- Seek funding and sponsorship opportunities.

e. Senator

- Represent the club proactively and make and maintain relationships with external contacts.
- Attend all Graduate Student Government meetings.

f. Representative

- Represent the club proactively and make and maintain relationships with internal contacts.
- Actively solicit feedback from students regarding MACS at events and through other methods, such as surveys.

f. Benefits of Officership

- Network with industry professionals, university professors and your fellow students.
- Run a departmental club of more than 500 computer science and information systems master's students.
- Hone leadership skills.
- Gain practical organizational skills.
- Develop communication and team-building skills.