

President

1. Preside at all membership and executive board meetings.
2. Appoint all committees; advise committee chairmen; advise all members about Chapter activities.
3. Rotate to different committee meetings each week.
4. Delegate responsibilities of officers and committees.
5. Direct overall operations of Chapter.
6. Recommend and establish goals and objectives for the Chapter with the approval of the membership, faculty and professional advisors.
7. Assist the treasurer in collecting annual dues and assume responsibility for providing accurate information on the accompanying dues form to be forwarded to PRSSA National Headquarters on November 1 and again on March 1.
8. Stay in contact with the PRSSA National Committee and other PRSSA chapters.
9. Motivate members through his or her enthusiastic attitude towards PRSSA.

Vice President

1. Perform all duties of the Chapter president if the president is absent or unable to perform his or her duties.
2. Assist the president in coordinating and directing committee activities and Chapter operations.
3. Rotate to different committee meetings each week.
4. Perform duties as may be delegated by the president.
5. Serve as a counselor to the president by recommending goals, objectives, plans, and programs.
6. Coordinate and disseminate information about PRSA New Professionals and Associate Membership for graduating PRSSA members.
7. Organize and manage point system spreadsheet.
8. Responsible for booking all room reservations for meetings and events.
9. Motivate members through his or her enthusiastic attitude towards PRSSA.

Secretary/Treasurer

1. Record the minutes of all executive board meetings and general membership meetings in the proper format. Handle the appropriate distribution of these minutes.
2. Minutes must be sent to the president for edits on Wednesdays after meetings by 10 p.m. The president will return edited minutes to the secretary by Thursdays at 10 p.m. Minutes must be sent out to the listserv by Friday morning.
3. Maintain a record of Chapter members, including a permanent home address and school address of each member.
4. Maintain and check the Temple PRSSA Gmail account at least once a day.
5. Keep a folder of minutes in the PRSSA office.
6. Collect Chapter and National dues at the times specified in the PRSSA National and Chapter Bylaws and, with the assistance of the president, completely and accurately prepare the PRSSA dues form that accompanies national dues when they are forwarded to PRSSA Headquarters.
7. Provide financial reports weekly to the executive board.

8. Collect fees for any Chapter special events and fundraisers.
9. Disburse Chapter funds with proper approval.
10. Provide safekeeping for all Chapter funds and keep accurate financial records.
11. Maintain a strong relationship with the Director of Fundraising and PRowl Public Relations' Director of Finance.
12. Ensure that funds are split evenly between PRSSA and PRowl Public Relations.
13. Motivate members through his or her enthusiastic attitude towards PRSSA.

Historian/Alumni Relations

1. Coordinate photography for the Chapter, the Chapter's scrapbook, and press releases.
2. Update office bulletin board at least once a semester.
3. Annenberg bulletin board must be updated each time the Chapter plans an event or has news.
4. Update tri-fold board with photos and recruitment information to bring to all fundraising and promotional events.
5. Maintain an accurate list of alumni and their contact information.
6. Prepare monthly e-mail updates to be sent over the alumni listserv.
7. Keep alumni Facebook group up-to-date.
8. Invite alumni to appropriate events and coordinate the planning of the alumni panel each spring.
9. Motivate members through his or her enthusiastic attitude towards PRSSA.

Director of Fundraising

1. Coordinate and direct events to raise money for and promote the development of PRSSA.
2. Coordinate and direct special events to promote PRSSA's presence on campus.
3. Brainstorm goals, objectives, plans, and programs for fundraising.
4. Submit chapter events to PRSSA National's "FUNdraising Bowl."
5. Motivate members through his or her enthusiastic attitude towards PRSSA.

Director of Development/TSG Representative

1. Research PRSSA National Web site frequently and let members know about scholarship and award opportunities.
2. Research opportunities for members to submit articles to the PRSSA national newsletter, FORUM.
3. Research opportunities in Philadelphia for members to network with professionals through PRSA and PPRA events. Keep in contact with both PRSSA liaisons for PRSA and PPRA.
4. Compile weekly internship listing e-mail to send out over the general membership listserv.
5. Act as the liaison between Temple Student Government (TSG) and the chapter.
6. Attend all TSG general meetings (usually on Monday afternoons) and report back to the Chapter.
7. Handle all funding from TSG that goes towards the Chapter.
8. Organize at least two community service events per semester.
9. Motivate members through his or her enthusiastic attitude toward PRSSA.

Public Relations Director

1. Produce the Chapter newsletter twice a semester.
2. Choose all deadlines before the beginning of the semester.
3. Produce or oversee Chapter news on the national Web site www.prssa.org.
4. Organize beginning of the semester recruitment efforts with the president.
5. Design promotional materials for the Chapter.
6. Keep online database Symplicity up-to-date. All other executive board members will send documents and announcements to this E-Board position to post on Blackboard. Make sure that Symplicity calendar is updated with detailed information about dates, times, and guest speakers.
7. Keep Chapter Web site up-to-date.
8. Keep in contact with appropriate StOC and SCAT liaisons.
9. Motivate members through his or her enthusiastic attitude towards PRSSA.

Director of Social Media

1. Update Temple PRSSA Twitter site to post news about our chapter and daily PR tips. Research and follow other PRSSA chapters, students and PR professionals.
2. Organize members to write guest blogs for PRowl Public Relations' blog. Collaborate with PRowl Public Relations' Director of Public Relations to assign deadlines. Make sure that members adhere to all deadlines.
3. Create all Facebook events for fundraisers and events.
4. Update Facebook fan page once a week with news about guest speakers, events, Symplicity announcements, and general news about the Chapter. Add pictures from events. Send out a message on Facebook every Monday night, reminding members of the Tuesday meeting.
5. Keep LinkedIn group page updated.
6. Keep YouTube page updated.
7. Motivate members through his or her enthusiastic attitude towards PRSSA.

Mentorship Director

1. Connect with PR professionals throughout the summer to maintain a list of interested mentors.
2. Collect all mentee applications from members interested in participating in program.
3. Match mentors and mentees based on member's interests and mentor's expertise.
4. Follow up with each match monthly.
5. Plan a mentor/mentee social at the end of each semester.
6. Motivate members through his or her enthusiastic attitude towards PRSSA.