

# Society for Defense and Strategic Studies

## Positions for Elections:

1. **President**
2. **Vice President**
3. **Treasurer**
4. **Organization Standards Officer**
5. **Secretary**
6. **Technology and Digital Network Officer**
7. **Social Media Officer**
8. **Professional Development Officer**

## *Section 1: President*

1. The President's key priority shall be to ensure that the organization grows, thrives, and expands via its mission, goals, objectives, and projects.
2. The President will be required to act as liaison between organizational officers, advisory board members, general membership, faculty, AMU/APUS staff, etc.
3. The President shall ensure that the organization is in good running and operational order for the organization to grow; expand; create relevant projects; and build a stronger professional network.
4. The President shall ensure that organizational culture, standards, and outreach are of the highest quality and constantly maintained.
5. The President shall achieve working knowledge of the Student Organization Handbook and the Chapter Standards Program provided by the Office of Student Life at AMU/APUS.
6. The President shall be responsible for ensuring Chapter Standards are adequately implemented and counted towards the Official Organizational Medaling Status.
7. The President will compose and submit all forms to the Office of Student Life at AMU/APUS.
8. The President will preside at meetings of the organization and at both the business meetings of the Executive Board and Advisory Board.
9. The President will appoint, with the consensus of the Leadership Council, participants to committees deemed necessary by the Leadership Council.
10. The President shall ensure that delegation of responsibilities by officers and organizational members are conducted when needed.
11. The President while working with the Office of Student Life, will be responsible for the elections of incoming officers.
12. The President shall ensure that transparency and education regarding organizational leadership, skills, and understanding of the roles are maintained for the sake of organizational continuity and survival.

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## *Section 2: Vice President*

1. The key priority of the Vice President will be to support the efforts of the President in regards to the outlined description of the President's roles mentioned above in Section 1.
2. The Vice President will also assist the President in running and operating the organization as a whole.
3. The Vice President will be required to familiarize themselves with the President's functions and responsibilities in case the President is unable to either temporarily or permanently fulfill their duties and obligations to the organization as a whole.
4. The Vice President will be required to preside at meetings of the organization in the absence of the President. This also includes business meetings of both the Executive Board and Advisory Board.
5. The Vice President has procedural authority to break election ties if necessary.
6. The Vice President will be required to implement and work with organizational members to achieve successful outcomes of activities, projects, and events per the Chapter Standards Program.

## *Section 3: Treasurer*

1. The Treasurer will be responsible for managing any funds received by AMU/APUS Student Affairs (aka Student Life).
2. The Treasurer will be responsible for distributing funds and payments that go towards the benefit of the organization's operations with consultation from the President and Vice President.
3. The Treasurer will be required to be in touch with Student Affairs (aka Student Life) regarding the status of the organization's funds in terms of financial balance and arranging financial payment transactions that goes towards operational expenses and endeavors of the organization as a whole.
4. The Treasurer will also play a support role that assists the efforts of both the President and Vice President in regards to the outlined description of the President's roles mentioned in Section 1 that also includes their efforts to run and operate the organization as a whole.
5. The Treasurer as **Third in Command**, will be required to familiarize themselves with the President's and Vice President's functions and responsibilities in case either one of them or both of them are unable to either temporarily or permanently fulfill their duties and obligations to the organization as a whole.

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6. The Treasurer will be required to assist in the successful implementation of organizational projects, goals, missions, and endeavors per mandate as well as according to the Chapter Standards Program provided by the Office of Student Affairs at AMU/APUS.

### **Section 4: Organization Standards Officer**

1. The Organization Standards Officer is responsible for maintaining standards and code of conduct throughout the organization and its membership.
2. The Organization Standards Officer is responsible for setting up and maintaining rules and administration/moderation protocol of the Facebook group and other digital social media infrastructure.
3. The Organization Standards Officer is responsible for verification and vetting of new and existing membership such as GPA, actual affiliation with AMU/APUS, and other areas of due diligence that is deemed necessary.
4. The Organization Standards Officer will also play a support role that assists the efforts of both the President and Vice President in regard to the outlined description of the President's roles mentioned in Section 1 that also includes their efforts to run and operate the organization as a whole.
5. The Organization Standards Officer will be required to assist in the successful implementation of organizational projects, goals, missions, and endeavors per mandate as well as according to the Chapter Standards Program provided by the Office of Student Affairs at AMU/APUS.

### **Section 5: Secretary**

1. The Secretary will record and retain meeting minutes.
2. The secretary will be responsible for the accurate recording of all documents submitted to the Office of Student Life at AMU/APUS and will record all activities and events per the Chapter Standards Program.
3. The Secretary will provide copies of university documents to the President and/or the Executive Board upon request.
4. The Secretary is responsible for maintaining the membership list and providing it to other officers and the chapter advisor(s), as requested.
5. The Secretary is responsible for the composition and submission of all forms required on a regular basis by the Office of Student Life as required by the governing body.

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6. The Secretary is responsible for working with the President or whomever is in charge of the coordination and distribution of New Member Welcome Letters and Membership Newsletters via organizational email accounts(s).
7. The Secretary will also play a support role that assists the efforts of both the President and Vice President in regards to the outlined description of the President's roles mentioned in Section 1 that also includes their efforts to run and operate the organization as a whole.
8. The Secretary will be required to assist in the successful implementation of organizational projects, goals, missions, and endeavors per mandate as well as according to the Chapter Standards Program provided by the Office of Student Affairs at AMU/APUS.

### **Section 6: Technology and Digital Network Officer**

1. The Technology and Digital Network Officer is responsible for the maintenance, development, and acquisition of both technological and digital networking capabilities, capacities, and functions for the SDSS organization.
2. The Technology and Digital Network Officer will coordinate with the Office of Student Life at AMU/APUS to update web content that pertains to SDSS.
3. The Technology and Digital Network Officer will monitor and maintain functionality of SDSS digital infrastructure mentioned in Article XI.
4. The Technology and Digital Network Officer will work and coordinate with the Chief and Managing Editor of the Fulcrum Global publication and [www.fulcrumglobal.us](http://www.fulcrumglobal.us) website on any web and design related issues.
5. The Technology and Digital Network Officer will also play a support role that assists the efforts of both the President and Vice President in regard to the outlined description of the President's roles mentioned in Section 1 that also includes their efforts to run and operate the organization as a whole.
6. The Technology and Digital Network Officer will be required to assist in the successful implementation of organizational projects, goals, missions, and endeavors per mandate as well as according to the Chapter Standards Program provided by the Office of Student Affairs at AMU/APUS.

### **Section 7: Social Media Officer**

1. The Social Media Officer is responsible for updating relevant content on the organization's digital social media infrastructure as mentioned in Article XI.
2. The Social Media Officer will regularly post updated and relevant content on the organization's digital social media infrastructure as mentioned in Article XI.

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3. The Social Media Officer will work with the Chief and Managing Editor of Fulcrum Global to promote the website features and its digital published works.
4. The Social Media Officer will also play a support role that assists the efforts of both the President and Vice President in regard to the outlined description of the President's roles mentioned in Section 1 that also includes their efforts to run and operate the organization as a whole.
5. The Social Media Officer will be required to assist in the successful implementation of organizational projects, goals, missions, and endeavors per mandate as well as according to the Chapter Standards Program provided by the Office of Student Affairs at AMU/APUS.

### **Section 8: Professional Development Officer**

1. The Professional Development Officer will be responsible for distribution, training, and facilitation of information, skills, resources, events, etc. that can be helpful for SDSS members in the professional world as well as those seeking employment in related fields.
2. The Professional Development Officer will also play a crucial role in building up the organization's professional and academic network in both the APUS and non-APUS communities.
3. The Professional Development Officer will also play a support role that assists the efforts of both the President and Vice President in regard to the outlined description of the President's roles mentioned in Section 1 that also includes their efforts to run and operate the organization as a whole.
4. The Professional Development Officer will be required to assist in the successful implementation of organizational projects, goals, missions, and endeavors per mandate as well as according to the Chapter Standards Program provided by the Office of Student Affairs at AMU/APUS.