

Vice President of Administration (VPA)

- Conduct surveys to gain feedback from members about your chapter
- Work closely with the other Board and general members on publicity for the chapter and its events
- Attend all Executive and General Body meetings.
- Provide feedback for the chapter on progress and setbacks on the chapter
- Perform duties of the President in his/her absence
- Communicate with the Advisor on a regular basis
- Work to achieve the goals and purposes set forth in the Chapter Constitution and its By-laws
- Support the VPP on programming/events initiatives
- Oversee standing committee chairpersons are fulfilling their duties
- Biweekly sync with the ColorStack National Chapter program lead
- Make sure that all actions taken by the general body and the Executive Board are within the framework of the Chapter Constitution and By-laws

Vice President of Programming (VPP)

- Work closely with the other Board and general members on publicity for the chapter and its events
- Plan events/programs to serve the entire chapter
- Attend all Executive and General Body meetings.
- Provide feedback for the group on progress and setbacks of programs/events
- Perform duties of the President in his/her absence and the absence of the Vice President of Administration.
- Communicate with the Advisor on a regular basis
- Work to achieve the goals and purposes set forth in the Chapter Constitution and its By-laws
- Work with branches of the board and general members programming initiatives
- Make sure that all actions taken by the General Body and the Executive Board are within the framework of the RHA Constitution and By-laws

Vice President of Communications (VPC)

- Record minutes of all General Body and Executive Board meetings.
- Have the General Meeting minutes available for review each week
- Write all official correspondence for your Chapter and document events
- Keep records including minutes, correspondence, and program reports
- Keep records of attendance to General Body meetings, and inform members of their chapter status
- Correspond with ColorStack National regularly
- Attend any ColorStack affiliated conferences/events that the Chapter decides to attend
- Fulfill the duties of the VPC as defined by ColorStack
- Coordinate and oversee all fundraisers any conference the chapter would like to support/attend
- Keep accurate records of all monetary transactions in the Conference Budget
- Ensure that the Chapter remains in good standing with ColorStack Nationals
- Communicate with the Advisor on a regular basis
- Hold board members accountable for completing action items
- Work to achieve the goals and purposes set forth in the Chapter Constitution and its By-laws
- Make sure that all actions taken by the General Members and the Executive Board are within the framework of the Chapter Constitution and By-laws.