

Officer Skillsets

President:

- Leadership
- Organization
- Prioritization
- Managerial know-how
 - keeping track of sub-groups and pushing them along
 - helping a group come to consensus/decision
- Efficiency
- Accountability
 - for him/herself and for others
- Collaboration/Liaison
- Outreach/sales/networking
- Public Speaking

Vice President:

- same skills as President, particularly collaborative to share tasks with President
- HR experience preferred

Secretary:

- Organization
- Succinct communication/strong written communication skills
- Punctuality
- Tech-comfortable - posting minutes to website (optional)

Treasurer:

- Financial/budgetary experience
- Organization
- Forward-thinking
- Strong communication skills
- Tech-comfortable - online finance and accounting tools