RESPONSIBILITIES OF NECO OFFICERS:

President;
- approach partnership organizations on events and report funding back to treasurer
- serve as figurehead for network; encourage innovation, community, and unity
- expand network & inspire untraditional partnerships
- come prepared to lead meetings
- understand the system of communication within NECO & address questions, comments, & concerns to the correct people
- know your cabinet & members -- delegate tasks effectively

Vice President;
- write and send agenda the day before each meeting
- keep updated lists of councils (leaders, members), & councils’ events
- aid secretary & president in accomplishing duties on time
- keep updated timeline of event deadline and ensure that each officer & council is meeting those deadlines

Secretary;
- record minutes of meetings
- update listserv after each meeting
- serve as PR liaison between councils & media outlets:
  - collect press releases from each council the first Friday of every month for events
  - distribute press releases to campus calendars, Exponent, KGLT, NECO calendar
  - pass information on to graphic designer if posters are needed
- update website with minutes, current agenda, volunteer needs, & events
- make/collect lists of volunteers for each events & send reminder emails the day before each event of individual responsibilities

Treasurer;
- understand the system of funding through student activities, office of the president, sponsorships etc.
- fill out necessary forms for funding
- send out invoices to sponsorship partners

ALL;
- attend weekly board & general meetings
- print agendas before each meeting
- stay up to date on groups events
- be able to sell NECO to even the most environmentally unfriendly people
- stay aware of your responsibilities & stress level-- balance both & ask for help when needed

updated: March 27, 2011