

International Business Society

Officer Roles & Responsibilities

Every Spring semester, society officers are elected by secret ballot. To nominate yourself or someone else, contact the Staff Sponsor.

President

- Plans meetings, works with all officers to secure speakers
- In charge of Terry Cup softball tournament
- Plans meetings twice monthly with officers to plan for IBS meetings (refreshments, advertising, etc.)

Vice President (opt. Co-President)

- In charge of arranging refreshments for meetings
- In charge of photos for events
- In charge of arranging meeting space

Secretary

- In charge of advertising meetings
- Maintaining IBS list-serve
- Take minutes of meetings and post on website

Treasurer

- Request reimbursements in timely manner
- Keep up with IB budget
- In charge of fund raiser to replenish money in IB checking account
- Collect dues
- In charge of money for the Terry Cup
- Fill out forms for student activities requesting funds for the following year
- The treasurer will be the only person other than Sponsor/Advisor allowed to write an IBS check (must be at meetings when serving pizza).