

Duties and Tasks of the FEA President:

1. The President will call and chair all meetings of the general body and executive board.
2. The President will appoint and remove any or all officials not elected by the general body.
3. The President will appoint people to temporarily serve in elected positions, until an election is held to fill the position, under usual election rules.
4. The President will oversee and is responsible for any action taken by the Finance Association or for the action of any person(s) officially representing the collective interest of the Finance Association.
5. The President will serve as the official spokesperson and representative for the Finance Association.
6. The President votes when the vote is by secret ballot and in all other cases where the vote could change the result.
7. The President has the final approval of all activities, events, and policies of the Finance Association.

Duties and Tasks of the FEA Executive Vice President:

1. The Executive Vice President shall serve as the acting President in the absence of the President and is subject to the (SAME) limitations.
2. The Executive Vice President shall approve and coordinate all membership, fundraising, social activities, and communications of the Finance Association.
3. The Executive Vice President shall coordinate with the President in the approval of all membership, fundraising, social activities, and communications of the Finance Association.
4. The Executive Vice President shall hold weekly meetings with all other V.P.'s to ensure that the objectives of the Finance Association are being fulfilled.
5. The Executive Vice President is a voting member of the board of directors.

Duties and Tasks of the FEA Secretary:

1. The Secretary will record the minutes and give a verbal account of business discussed at each general body and board of directors meetings.
2. The Secretary will keep an updated official roster of the membership of the organization.
3. The Secretary will keep an updated calendar of events.
4. The Secretary will collect and read all of the Finance Association's correspondence upon which action was or will be taken.
5. The Secretary will be a voting member of the board of directors.

Duties and Tasks of the FEA Treasurer:

1. The Treasurer will present statements on the financial status of the Finance Association biweekly, noting all money withdrawn and deposited to the organization's account.
2. The Treasurer will present the board of directors with a budget.
3. The budget will include four major parts including fundraising, membership, activities, and communication.
4. The Treasurer will be a voting member of the board of directors.

Duties and Tasks of the FEA V.P. of Membership:

1. The V.P. of Membership shall provide a Finance Association membership application and other pertinent membership information to all potential members. The application will be reviewed each year by the V.P. of Membership to ensure it complies with the current needs of the organization.
2. The V.P. of Membership shall check each application for accuracy, making sure all information requested is given.
3. The V.P. of Membership shall conduct an active and aggressive membership campaign, in accordance with the Finance Association's objectives and goals.
4. The V.P. of Membership shall provide the Treasurer with a budget for all activities associated with the membership committee.

Duties and Tasks of the FEA V.P. of Fundraising:

1. The V.P. of Fundraising is responsible for all donations and coordination of fundraising activities.
2. The V.P. of Fundraising is responsible for developing programs to generate revenue that coincides with the purpose of the Finance Association.
3. The V.P. of Fundraising shall work closely with the V.P. of Communications and Activities in seeing if any interested parties in the community wish to sponsor the Finance Association.
4. The V.P. of Fundraising is responsible for promoting the various fundraising activities to both UNO students and members of the Finance Association.
5. The V.P. of Fundraising shall provide the Treasurer with a budget for all activities associated with the Fundraising Committee.

Duties and Tasks of the FEA V.P. of Activities:

1. The V.P. of Activities shall be responsible for the proper network of information for all social events given by the Finance Association.
2. The V.P. of Activities shall be responsible for planning and organizing events sponsored by the Finance Association.
3. The V.P. of Activities shall provide the Treasurer with a budget for all activities associated with the Activities Committee.
4. The V.P. of Activities shall assist the V.P. of Fundraising in promoting all fundraising activities to both UNO students and members of the Finance Association.

Duties and Tasks of the FEA V.P. of Communications:

1. The V.P. of Communications shall be responsible for the developing, recommending, and implementing programs for the Finance Association.
2. The V.P. of Communications shall be the responsible party for coordinating guest speakers for the meetings.
3. The V.P. of Communications shall be responsible for the ongoing communication and relationship between the Finance Association and members of the business community.
4. The V.P. of Communications shall inform the V.P. of Fundraising of any business person(s) who are willing and able to sponsor an event or donate money to the organization.
5. The V.P. of Communications shall research, develop, and conduct case competitions to further enhance the knowledge and skill levels of all members of the Finance Association.