

## #10

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<b>Select One or More Executive Positions:</b>	- Vice President - Treasurer - Organizational Officer
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<b>I agree to the following requirements for Vice President:</b>	- The Vice President shall: i) Assume the position of acting President in the absence of the President. ii) Maintain order at general body meetings. iii) Facilitate Constitutional revisions every two years. iv) Support the president at all time with AIS business. v) Work with all the members and advisor(s) at any occasion.
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<b>I agree to the following requirements for Treasurer:</b>	- The Treasurer shall: i) Keep track of financial records and maintain adequate bookkeeping in consultation with advisor(s). ii) Handle all monetary transactions concerning the organization in consultation with the President and advisor(s). iii) Maintain the bank account in the organization's name . iv) Assume the position of acting Secretary in the absence of the Secretary.
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<b>I agree to the following requirements for Organizational Officer:</b>	- The Organizational Officer shall: i) Oversee the planning, coordination, and execution of AIS events and activities. ii) Assist the Coordinator of Activities and the Vice President in keeping track of deadlines for sign ups and assist the President in confirming locations and making reservations. iii) Keep a check on upcoming events and their dates so that AIS can start planning/acting, and remind executive board members.
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