



President duties:

- Maintain communication with the university, members, affiliates, donors, school personnel and partnerships
- Facilitate weekly officer meetings and monthly general meetings
- Compose meeting agendas, letters, and contracts
- Public Speaking
- Oversee and allocate responsibilities of organization functions
- Contact potential donors and compose thank you letters
- Approve all documents and communication
- Recruit new members and volunteers within the organization

The President's top priority is maintaining timely communication to ensure the organization's activity on and off campus. Communication is constant with the university to accomplish such things as facilitating special events and meetings while assuring compliance with university policies. The President must renew the organization at the beginning of each academic school year to be an active Registered Student Organization. In order to facilitate meetings and special events, event and room requests are required at least 10 days before the event because they must be approved by the Office of Student Affairs. Composition of meeting agendas requires prioritizing the organization's activities. The President is expected to carry out all meetings and should be comfortable with public speaking. Composition of contracts is required for liability purposes; travel contracts when participating in field trips in which members travel independently and fundraising contracts when participating in fundraisers that are ongoing, such as the chocolate sale. Communication with TABE regarding membership is required as our members also benefit from TABE membership when they join our organization. The President also communicates with other organizations such as TESOL, BEAM, and TABE regarding the logistics of conferences and the role of students as participants. It is very important to maintain communication with school personnel as they are a great source of information that benefit our members, such as connecting with guest speakers from the community to come to our meetings. School personnel can also provide information about volunteer opportunities in the community for our members; Readers to Leaders was introduced to BESO by Ms. Deena Bilbrew in the Spring of 2014 and Family Night at Blair Elementary School was introduced by Dean Santos-Hatchett and Dr. Moss also in the Spring of 2014. It is important that the President empowers the other board members to seek out opportunities for our members to get involved in the community; for example, in the Fall 2013 semester BESO partnered with the Homeless Education Program as part of a community outreach project initiated by our Vice President and in the Spring 2014 semester a successful fundraiser was initiated by our Records officer. It is important to distribute duties to the other board members so that the organization can run as smoothly and efficiently as possible; the President should refer to the BESO constitution and use the "Officers" section to give appropriate duties based on the officer position. The president should also encourage leadership among the members by providing them with appropriate tools to seek out donors to raise funds to meet the organization's goals. A donor letter was composed in the Fall 2013 semester and distributed to all members in an effort to raise money for the TABE conference; this letter made it possible to raise \$1,300 from donations alone. The letter has also been helpful in seeking out donors for fundraising events. The President and other officers are to lead by example by seeking donors in person, phone, and email. The President is responsible for composing thank you letters for our donors at the end of each semester to maintain good relationships that can be helpful in the future. Communication with members is essential to the success of the organization's activities; our preferred method of communication is in person at meetings and email, we also use Facebook for quick reminders and last minute volunteer opportunities.

Communication with other parties associated with our organization such as companies that provide our t-shirts, polo shirts, and graduation regalia are important to make sure we are equipped with an appropriate number of inventories as needed by our members. The President must approve all documents and communication such as emails, flyers, meeting minutes, and newsletters that bare the BESO name; quick communication with the other officers is needed when collaborating with the communication aspect of any BESO project. Communicating effectively with other board members is a requirement of all executive board positions. All board members are also active in the recruitment of new members and new board members as well as recruiting volunteers within the organization for events. Finally, the executive board is responsible for training the new board that follows.