

Presidential Duties

1. Oversee all activities and programs of DCom.
2. Communicate regularly and effectively with advisers and officers.
3. Delegate tasks appropriately and maintain quality of organization.
4. Preside if possible, otherwise review all officer and general meetings.
5. Represent DCom and its interests to the University and other organizations.
6. Maintain a full time undergraduate status within Drexel University.

Vice Presidential Duties

1. Fill in for president in his/her absence and perform presidential duties.
2. Split tasks with the president if needed to facilitate any matters or duties.
3. Support and constructively challenge the president in running DCom.
4. In case of a presidential impeachment, the vice president will take over the president's office.

Secretary Duties

1. Take accurate minutes or other notes at all general and officer meetings.
2. Distribute meeting minutes to officers, advisers, and members as per request.
3. Keep up-to-date lists of members via listserv or any other list regularly used by DCom.
4. Take attendance at all meetings.
5. Handle correspondence both in and out of Drexel University as requested.
6. Make sure all DCom documents are accounted for and easily found.

Treasurer Duties

1. Keep financial records and oversee financial transactions of DCom.
2. Coordinate the annual allocation request for the Student Activity Fee Allocation Committee (SAFAC) and help DCom follow the previous budget.
3. Report any unusual expenditure to the officers and advisor of DCom.
4. Advise in appropriate spending of funds and alternatives available to DCom.
5. Maintain a full time undergraduate status within Drexel University.

Public Relations Chair Duties

1. Organize the creation and distribution of advertisements for all meetings and social events of DCom to the student body.
 - i. Coordinate information about events as needed to others officers and members to do their duties.
 - ii. Maintain, update, and create correspondence on all social media sites and DCom's main email account as needed.
 - iii. Ensure advertisement of all types are posted appropriately.
2. Coordinate all social and educational events of DCom.
3. Facilitate communication of feedback of members to officers.

Marketing Chair Duties:

1. Design and create all graphics related to DCom including but not limited to flyers, advertisement, logos, and images on products.
2. Maintain and create the DCom's website.
 - i. Update the content of website; this can be passed on to an assistant or other member as needed.
3. Advise and oversee any other graphics for DCom not made by Head Designer.