

Dartmouth Quantitative Finance Society

Position Descriptions

EXECUTIVE BOARD DESCRIPTIONS:

THE FOLLOWING EXECUTIVE BOARD POSITIONS MUST ATTEND ALL GENERAL BODY MEETINGS, SCHEDULED EVENTS, AND EXECUTIVE BOARD MEETINGS. IN ADDITION, EACH MEMBER MUST HOLD MEETINGS WITH HIS OR HER RESPECTIVE DIVISION OFFICERS.

SECRETARY ROLES AND RESPONSIBILITIES:

- RECORD MINUTES AT MEETINGS FOR USE BY EXECUTIVE BOARD
- TAKE ATTENDANCE AT MEETINGS
- BOOK ROOMS FOR MEETINGS AND EVENTS
- MONITOR THE CLUB EMAIL ACCOUNT

TREASURER ROLES AND RESPONSIBILITIES:

- ATTEND TERMLY COSO MEETINGS
- DEVELOP TERM BUDGET AND FUNDING PROPOSALS
- HANDLE EVENT BUDGETS AND REIMBURSEMENTS
- UNDERSTAND COSO FUNDING POLICIES

OUTREACH DIRECTOR ROLES AND RESPONSIBILITIES:

- DEVELOP RELATIONS WITH FACULTY AND STUDENT GROUPS
- COORDINATE LOGISTICS OF PROGRAMMED EVENTS
- BRAINSTORM IDEAS FOR STUDENT PANELS AND WORKSHOPS

EXTERNAL RELATIONS CHAIR ROLES AND RESPONSIBILITIES:

- RESEARCH RECRUITING COORDINATORS AT FIRMS
- COORDINATE SESSIONS WITH ADMISSIONS OFFICERS AT BUSINESS SCHOOLS
- LOOK INTO UPCOMING FINANCE-RELATED CONFERENCES AND EVENTS
- FORGE RELATIONS WITH ALUMNI IN FINANCE-RELATED FIELDS

EXTERNAL FINANCE MANAGER ROLES AND RESPONSIBILITIES:

- BRAINSTORM IDEAS FOR GENERATING CLUB REVENUE
- MANAGING CLUB ACCOUNT BALANCE
- IMPLEMENTING FUNDRAISING EFFORTS

DIVISION OFFICER DESCRIPTIONS:

OUTREACH DIVISION (LED BY OUTREACH DIRECTOR)

EXTERNAL RELATIONS DIVISION (LED BY EXTERNAL RELATIONS CHAIR)

EXTERNAL FINANCE DIVISION (LED BY EXTERNAL FINANCE MANAGER)

EACH DIVISION OFFICER IS RESPONSIBLE FOR COMPLETING TASKS DELEGATED BY THE EXECUTIVE BOARD MEMBER IN CHARGE OF THE DIVISION. DIVISION OFFICERS MUST ATTEND ALL GENERAL BODY MEETINGS, SCHEDULED EVENTS, AND MEETINGS WITH THEIR RESPECTIVE EXECUTIVE BOARD MEMBERS.