Officer Position Descriptions

**President**
- Presiding officer
- Helps to create an interest in ALD among members and prospective members
- Maintains good communication between officers, advisors, and members
- Should be aware of all facets of Alpha Lambda Delta

**Vice President**
- Works closely with the president in planning and executing all chapter business
- Should be knowledgeable in how the organization operates
- Takes over the president’s responsibilities should the president be unable to do so

**Secretary**
- Handles all correspondence and records
- Keeps clear, accurate reports
- Is very organized

**Treasurer**
- Handles the financial affairs of the chapter
- Keeps accurate records
- Pays bills on time
- Works with the president to prepare the annual financial report