

## **Duties of BA-Pier Officers**

**Chair** – The Chair shall conduct the business portion of the PIER meetings; serve as a moderator and organizer and as a liaison with DHS, NAFSA, and any other organizations; and preside over Executive Board meetings. The Chair shall oversee preparation of a written agenda and announcement for each scheduled PIER meeting. The Chair may appoint individuals to lead projects or activities for the organization, as directed by the membership.

**Vice-Chair** - The Vice Chair shall preside over meetings in the absence of the Chair; assist the Chair with any necessary duties. The Vice Chair shall manage the PIER membership, including maintenance of the membership list, new memberships, distribution of an annual membership directory.

**Secretary** – The Secretary (or co-Secretaries) shall take minutes at each PIER meeting and Executive Board meeting; provide minutes of the previous meeting to the Chair for posting on the BA-Pier website.

**Treasurer** – The Treasurer shall maintain financial transaction records, receive revenue, and present financial reports.

**Communications Officer** – The Communications Officer shall maintain the PIER listserv and website. Will assist the Chair with keeping the BA-Pier website current and provide updates on the LinkedIn group.