

1. The President

- a. is the head of the Governing Board, Association and presides over Board meetings.
- b. oversees the planning, execution and operational aspects of the Associations
- c. may also serve as a spokesperson for the Association
- d. along with Treasurer is a signatory authority for official financial transactions according to the articles of the association
- e. along with the Secretary authorizes all the minutes of the meeting.

2. The Vice-President

- a. aids in all the duties of the president
- b. takes effect as the signatory authority in the absence of the President.
- c. shall act as interim President, if the office of President falls vacant until the Board appoints a President by vote of two-thirds majority of the Board members present.

3. The General Secretary –

- a. Shall keep records of the Association, manages Licence/statutory renewals and other legal obligations of the Association.
- b. Shall send out notices/announcements to the members of the Governing Board, Executive Committee and members according to the policies and amendments that are in effect at the time.
- c. Proposes agenda, maintains the minutes of the meeting
- d. along with the President authorizes the minutes of the meeting according to the articles of the Association.

4. Joint Secretary -

- a. aids the general secretary of the association.
- b. Shall take over the responsibilities of general secretary in her/his absence.

5. Cultural Secretary

- a. is responsible for proposing and managing the cultural activities of the association.
- b. Proposes a year long event calendar for the cultural activities of the association.
- c. Prepares a budget for the events and takes necessary steps for budget and event.
- d. Along with the President & General Secretary constitutes the organising committee for the cultural events of the association.

- e. Along with PRO ensures the dissemination of information regarding the cultural activities of the association.

6. The Treasurer –

- a. is responsible for safekeeping of cash on hand
- b. oversees all financial transactions both incomes and expenses including but not limited to membership fee, sponsors, donations, Association events and services related transactions and operational expenses.
- c. along with the President authorizes all the financial transactions according to of the articles of the Association.
- d. maintains the records of all financial transactions as required by the laws of the land.
- e. Ensures fulfilment of all tax related obligations expected of the Association.
- f. submits such records for both internal and external auditing.

7. The Joint Treasurer –

- a. aids in all the duties of the treasurer
- b. takes effect as the signatory authority in the absence of the Treasurer.
- c. along with treasurer oversees all financial transactions both incomes and expenses including but not limited to membership fee, sponsors, donations, Association events and services related transactions and operational expenses.
- d. along with the treasurer maintains the records of all financial transactions as required by the laws of the land.

8. Public Relations Officer

- a. is responsible for communication with members of the association and to the general public.
- b. is responsible for dissemination of information from the association.
- c. proposes strategies for interaction with the general public.