

UT Arlington Honors College Council Leadership Roles

All officers must be current Honors College students who are making sufficient progress toward their Honors degrees (generally, this equates to at least 6 honors hours per academic year). They must also be in good standing with the Honors College.

A. President

1. Serves as the HCC Program and Executive Board Head.
2. Attends all HCC events and meetings—requires a university excused absence to miss HCC events or approval from the Honors College Coordinator of Student Engagement
3. Responsible for setting the agenda for all HCC Executive Board and General Body meetings.
4. Chairs all HCC Meetings and provisional *ad hoc* committees.
5. Coordinates all HCC events and programs.
6. Maintains weekly contact with Executive Board officers and committee chairs.
7. Coordinates with the Honors College Coordinator of Student Engagement and, as needed, any other Honors College faculty or staff.
8. Maintains communications with the Dean of the Honors College.
9. Must represent the Honors College at events as requested by the Dean of the Honors College or the Honors College Coordinator of Student Engagement.
10. The President will make themselves available to members of the HCC upon request, and make available a method of contact. This is to ensure HCC members have an opportunity to engage with their president.
11. The President will present the proposed HCC budget to the Dean with the Treasurer during a budget meeting in August before the fall semester begins.
12. The President oversees all polls and votes within the HCC.
13. The President will appoint officers to serve on University Committees as needed.
14. The President will attend the President's Roundtable meetings.
15. Re-registers HCC each semester with MavOrgs
16. Attends Assembly of College Council meetings
17. Will perform other duties as necessary.

B. Vice President

1. Serves the HCC as the President's first officer and delegated official.
2. Attends all HCC events and meetings—requires a university excused absence to miss HCC events or approval from the Honors College Coordinator of Student Engagement
3. In the event of the President's absence, the Vice President will fulfill the President's role.
4. Assists the President with the coordination of all HCC events and programs.

5. Must represent the Honors College at events as requested by the Dean of the Honors College or the Honors College Coordinator of Student Engagement.
6. The Vice President will make themselves available to members of the HCC upon request, and make available a method of contact. This is to ensure HCC members have an opportunity to engage with the Vice President.
7. Will perform other duties as needed.

C. Public Relations Officer

1. Promotes HCC events and meetings to members of the Honors College.
2. Attends all HCC events and meetings—requires a university excused absence to miss HCC events or approval from the Honors College Coordinator of Student Engagement.
3. Creates publicity flyers to advertise events of both the Honors College and the HCC and maintains the HCC event calendar.
4. Coordinates with the other officers and the Honors College Coordinator of Student Engagement in promoting the Honors College and the HCC to the general public.
5. Coordinates with the Webmaster to publish HCC events and programs on the HCC website (MavOrgs) and social media accounts.
6. Assists the President with the coordination of all HCC events and programs.
7. Must represent the Honors College at events as requested by the Dean of the Honors College or the Honors College Coordinator of Student Engagement.
8. Keeps the Honors College Coordinator of Student Engagement apprised of event and program promotions.
9. Maintains and distributes a calendar of events each semester.
10. Will perform other duties as needed.

D. Secretary

1. Serves as the recorder of all HCC meetings.
2. Attends all HCC events and meetings—requires a university excused absence to miss HCC events or approval from the Honors College Coordinator of Student Engagement.
3. Maintains a record of all HCC members.
4. Keeps and reads minutes from all meetings.
5. Keeps attendance records of all meetings and events.
6. Must represent the Honors College at events as requested by the Dean of the Honors College or the Honors College Coordinator of Student Engagement
7. Publishes minutes from HCC Executive Board meetings on Google Drive.
8. Will perform other duties as needed.

E. Treasurer

1. Maintains HCC financial records and works with the Coordinator of Student Engagement to distribute HCC funds, and maintain any separate budgets, i.e., t-shirts, fundraisers, etc.
2. Attends all HCC events and meetings—requires a university excused absence to miss HCC events or approval from the Honors College Coordinator of Student Engagement.
3. Develops and maintains the HCC budget with the help of the Executive Board.
4. Submits the budget with the President to the Dean of the Honors College for approval, and makes adjustments based on recommendations.
5. Must represent the Honors College at events as requested by the Dean of the Honors College or the Honors College Coordinator of Student Engagement.
6. Keeps the Executive Board apprised of HCC financial status.
7. Will perform other duties as needed.

F. Webmaster

1. Maintains all HCC social media pages (Facebook, Twitter, Instagram, etc.) and, when possible, links them to the HCC website (MavOrgs).
2. Attends all HCC events and meetings—requires a university excused absence to miss HCC events or approval from the Honors College Coordinator of Student Engagement
3. Maintains the HCC website and coordinates with other HCC Executive Board members who have a responsibility for posting items on the website. The Webmaster will post all submitted information by these members to the website in a timely fashion.
4. Coordinates with the Honors College Coordinator in building and maintaining the HCC website and social media presence.
 - a. Each new Webmaster will change all social media passwords upon entering office and give them to the Coordinator of Student Engagement.
 - b. Any new social media accounts are coordinated with the Honors College in regard to naming and branding.
5. Assists the Public Relations Officer with event promotion.
6. Will perform other duties as needed.

G. Historian

1. Maintains a record of all HCC events.
2. Acts as the Executive Board's Photographer and Film Producer.
3. Attends all HCC events and meetings—requires a university excused absence to miss HCC events or approval from the Honors College Coordinator of Student Engagement.
4. Posts HCC historical documents, photographs, and videos to the HCC website (MavOrgs) and social media accounts via the Webmaster.
5. Works with the Honors College Coordinator of Student Engagement on how best to achieve their duties.
6. Will perform other duties as needed.