

SASES National Officer Team

SASES President

1. Leads the SASES Executive Committee
2. Presides at the Annual Meeting and oversees the execution of the duties of the Executive Committee
3. In coordination with the SASES Executive Committee and Student Advisory Committee, appoints standing committees and necessary temporary committees
4. Directs the SASES Executive Committee and committee chairs to develop professional and educational programs and contests for its membership
5. Ensures the names, addresses, telephone numbers and e-mails of all current SASES Executive Committee members and committee chairs are submitted to the ASA-CSSA-SSSA Headquarters
6. Coordinates with the Student Advisory Committee and ASA-CSSA-SSSA Headquarters staff in planning the Annual Meeting and associated professional, educational and networking events
7. Welcomes new and reactivated clubs into the SASES and follows up on requests for information from potential clubs
8. Coordinates four or more teleconferences among the SASES Executive Committee, Student Advisory Committee, and ASA-CSSA-SSSA Headquarters staff (One teleconference per month is strongly recommended.)
9. Communicates regularly with the Executive Committee to coordinate activities and provide leadership for the various activities of SASES
10. Communicates regularly with the SAC and ASA-CSSA-SSSA Headquarters regarding the activities of SASES

SASES Vice President

1. Coordinates with committee chairs to ensure all committees execute their assigned duties
2. Serves as program chair at the Annual Meeting
3. Serves on the Student Advisory Committee and works with the SASES Executive Committee, committee chairs, and local chapters to coordinate Annual Meeting activities
4. Handles correspondence between SASES Executive Committee and committee chairpersons
5. Communicates regularly with committee chairs

SASES Corresponding Secretary

1. Makes timely submissions to *CSA News*, *News Flash* and other Society publications.
2. Obtains reports of committee activities and chapter news articles for posting on the SASES Website and Facebook page
3. Sends petitions for new chapters to active chapters for approval and tabulates results to report to the Executive Committee
4. Submits the names, addresses, telephone numbers and e-mails of all current SASES Executive Committee members and committee chairs to the ASA-CSSA-SSSA Headquarters
5. Maintains Facebook page by posts items of possible interest and checking regularly for spam or questions.

SASES Recording Secretary

1. Records minutes of all business meetings at the Annual Meeting
2. Prepares and distributes minutes of the SASES business meetings approximately one month after the Annual Meeting to all active chapters, the Executive Committee, Student Advisory Committee, and the ASA-CSSA-SSSA Headquarters staff
3. Obtains an accurate listing of convention delegates prior to the first business meeting of the Annual Meeting
4. Records minutes of the SASES Executive Committee teleconferences and distributes minutes to the Executive Committee, Student Advisory Committee, committee chairs, and ASA-CSSA-SSSA Headquarters staff
5. Prepares a memorandum of proceedings of regional meetings and results of soil and crop judging contests
6. Provides a financial report at the annual and regional meetings

SASES Membership Coordinator

1. Handles correspondence between the SASES and local chapters
2. Contacts all affiliate chapters to obtain or verify the information required to develop a listing of active chapters and their student leadership by April 15th
3. Sends correspondence to chapters, regarding membership renewals
4. Coordinates with the Membership Committee chair(s) to contact potential and inactive chapters about SASES chapter affiliation. Provides Student Advisory Committee with list of inactive chapters