

## OFFICER POSITIONS

Vice President  
Secretary  
Public Relations  
Membership  
PDS Coordinator

### ***AEW Vice President***

The AEW Vice President shall:

1. Carry out duties assigned by the AEW President.
2. Serve as the Awards Committee Chairperson.
3. Serve as the Elections Committee Chairperson.
4. Serve as President in the absence of the State President during the fall semester.
5. Be knowledgeable and understand Robert's Rules of Order, Newly Revised.
6. Attend AEW Board of Directors meetings.
7. Make recommendations to AEW standing committees to the AEW Board for approval.
8. Act as liaison for assigned district.
9. Serve as fundraising coordinator.
10. Other duties as assigned.

### ***Professional Development Coordinator***

The Professional Development Coordinator shall:

1. Carry out duties assigned by the AEW President.
2. Coordinate Professional Issues Conference in coordination with WEAC.
3. Attend AEW Board of Directors meetings.
4. Act as liaison for assigned district.

5. Be knowledgeable and understand Robert's Rules of Order, Newly Revised.
6. Other duties as assigned.

### ***AEW Secretary***

The AEW Secretary/Outreach to Teach Coordinator shall:

1. Keep a record of all association proceedings and correspondence. These records shall be kept on permanent file.
2. Arrange for the minutes to be taken and distributed to the delegates of the AEW RA.
3. Submit minutes to the AEW President and the WEAC Office of Executive Director within two (2) weeks after an AEW Board of Directors meeting.
4. Attend AEW Board of Directors meetings.
5. Act as liaison for assigned district.
6. Coordinate the annual Outreach to Teach program.
7. Be knowledgeable and understand Robert's Rules of Order, Newly Revised.
8. Other duties as assigned.

### ***AEW Public Relations Coordinator***

The AEW Public Relations Coordinator shall:

1. Carry out duties assigned by the AEW President.
2. Be responsible for the AEW newsletter.
3. Act as liaison for assigned district.
4. Update and maintain the AEW website and social media accounts.
5. Attend AEW Board of Directors meetings.
6. Be knowledgeable and understand Robert's Rules of Order, Newly Revised

7. Other duties as assigned.

***Membership Coordinator***

1. Coordinate statewide membership plan.
2. Collaborate with local chapters on membership initiatives.
3. Help develop new chapters.
4. Other duties as assigned.