



Job Description

General Assembly

President

annual meetings; responsible for handling
; collaborate with the

year.

Vice President

Assist the President of the General Assembly with the daily operations of the Chapter as required.

Secretary

Responsible for documentary such as recording meeting minutes, sending notices, proposal drafting and keep track of all the scheduling of the Chapter.

Executive Committee

Fiscal Council

President

Oversee the decision making process of the Chapter, ensure all Chapter members comply with s policies and regulations; audit the financial reports with advices to the Executive Committee.

Vice President

Assist the President of the Fiscal Council with the daily operations of the Chapter as required.