

Board Position Descriptions | PPA Chapters

Elected Positions

1. President
 - a. Organize and run meetings
 - b. Plan community projects, volunteering opportunities, and bonding events
 - c. Create an annual plan
 - d. Represent your chapter
 - e. Be the liaison between your chapter and the organization through regular communication with the Chapter Liaison and maintaining emails
 - f. Coordinating the elections of their following term
 - g. Communicate and coordinate with board members for tasks
 - h. Promote member engagement
2. Vice President
 - a. Oversee educational part of meetings
 - b. Ensure the chapter is properly prepared for meetings, events, and projects
 - c. Assist the President and other board members with the planning of any meetings, events, or projects
 - d. Ensure board communication is going well
 - e. Make sure that all board members are doing their tasks and assist where necessary
3. Secretary
 - a. Complete the Quarterly Update report and coordinate with the President for its on-time delivery to the organization
 - b. Keep track of member attendance at meetings, volunteering events, fundraisers, community projects, etc.
4. Treasurer

- a. Plan fundraisers and administer the proper donation or use of funds
- b. Coordinate with the Secretary to complete the “funds raised” part of the PPA report
- c. Take care of chapter financials and make sure that the use of funds abides by Project Planet A guidelines
- d. Research and organize funding of community projects

Appointed Positions (optional)

- a. Publicist
 - i. Run any social media platforms
 - ii. Create graphics for the advertisement of events
 - iii. Ensure events are properly and effectively promoted
 - iv. Take pictures at events
- b. Ambassador
 - i. Act as direct liaisons between the members to provide feedback and reflection on the operations of the chapter
 - ii. Find ways to get more people recruited and involved
 - iii. Work to help increase engagement
- c. Event Planner
 - i. Brainstorm ideas for chapter events and projects
 - ii. Coordinate the regular planning of events
 - iii. Ensure that all event planning is done ahead of time
 - iv. Ensure your chapter has consistent events

Contact Information

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