

**University Student Chapter of PCMA**  
**President Contract**  
**20XX – 20XX Academic Year**

**Executive Board Expectations:**

- All Student Chapter Board members are required to attend every executive board meeting.
- All Student Chapter Board members are required to attend every Student Chapter meeting.
- All Student Chapter Board members are allowed to miss only 1 event per semester.
- Members who cannot meet these expectations will be dealt with on a case by case bases.

As an executive board member I, \_\_\_\_\_, understand and agree to the above expectations. I understand that by not fulfilling these expectations, disciplinary action will be taken as set by the PCMA JMU Student Chapter Advisor.

I also agree to the following duties as my position entails:

**President:**

- Set goals for Student Chapter
- Schedule, Plan, attend, and run Student Chapter meetings
- Appoint necessary Committees and Committee Leaders after consultation with Student Board
- Offers guidance to committees
- Update PCMA Headquarters with newsworthy information
- Work closely with Student Chapter Board to accomplish goals
- Maintain close contact with faculty advisor
- Continuously promote Student Chapter
- Create bond w/local PCMA Chapter and with local PCMA industry professionals
- Oversee all committees and monitor activities
- Conduct Board Meetings
- Work with incoming Student Chapter President and Board Members to ensure smooth transition yearly.
- HAVE FUN AND LEARN!

President  
Signed \_\_\_\_\_

Advisor  
Signed \_\_\_\_\_

Print \_\_\_\_\_

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Date \_\_\_\_\_

Date \_\_\_\_\_

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**University Student Chapter of PCMA  
Vice President Contract  
20XX – 20XX Academic Year**

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I also agree to the following duties as my position entails:

**Vice President:**

- Perform duties of Student Chapter President in case of President's absence
- Work with president to plan Student Chapter Meetings
- Work closely with Student Chapter committee chairs, assist in providing necessary guidance to committees
- Organize class and student organization visits yearly to discuss PCMA
- Oversee traditional JMU event participation.
- Perform role as Student Chapter Representative to the local PCMA Chapter and Headquarters
- Act as additional support to the Student Chapter Board members
- HAVE FUN AND LEARN!

Vice President  
Signed \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_

Advisor  
Signed \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_

**University Student Chapter of PCMA  
Secretary Contract  
20XX – 20XX Academic Year**

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I also agree to the following duties as my position entails:

**Secretary:**

- Take minutes of all Student Chapter and Board meetings, distribute within 3 days of meeting
- Send out meeting reminders 2 – 3 days prior to each meeting
- Work with Student Chapter president to fill out the required forms necessary to become a recognized student organization by the university and by PCMA Headquarters.
- Work with Student Chapter president to fill out the required forms necessary to become a recognized Student Chapter
- Maintain binder with copies of all pertinent information
- Writes correspondence for the chapter at the discretion of the Student Chapter President
- Maintains the bylaws, provide update bylaws to PCMA Headquarters in the fall
- HAVE FUN AND LEARN

President  
Signed \_\_\_\_\_

Advisor  
Signed \_\_\_\_\_

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Print \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**University Student Chapter of PCMA  
Treasurer Contract  
20XX – 20XX Academic Year**

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I also agree to the following duties as my position entails:

**Treasurer:**

- Make sure the Student Chapter's financial records are in order and present to Student Chapter Board on a regular basis.
- Keep track of expenses, fees, and donations received
- Maintain Student Chapter bank account; oversee all reimbursements from Student Chapter bank account.
- Initiate, coordinate, and monitor fundraising efforts of Student Chapter. Keep Student Chapter Board informed of progress
- Oversee any Fundraising committees
- HAVE FUN AND LEARN!

President  
Signed \_\_\_\_\_

Advisor  
Signed \_\_\_\_\_

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Print \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

**University Student Chapter of PCMA**  
**Program Chair Contract**  
**20XX – 20XX Academic Year**

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I also agree to the following duties as my position entails:

**Program Chair:**

- Oversee all service and social committees as necessary
- Provide meeting snacks and refreshments for all Student Chapter meetings
- Oversee Holiday Party committee
- Oversee End of Year Picnic committee
- Maintain positive and working relationships with service organizations in the Harrisonburg community
- Maintain positive and working relationship with other hospitality student organizations
- Organize any Capital Chapter visits as necessary
- Book and coordinator any guest speakers
- HAVE FUN AND LEARN!

President  
Signed \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_

Advisor  
Signed \_\_\_\_\_

Print \_\_\_\_\_

Date \_\_\_\_\_

**University Student Chapter of PCMA**  
**PCMA Representative Contract**  
**20XX – 20XX Academic Year**

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I also agree to the following duties as my position entails:

**PCMA Representative:**

- Provide updated information on Student Chapter’s website and social media outlets.
- Provide updated information on Student Chapter’s on campus bulletin board
- Organize photography at all social, service, fundraising, and Student Chapter meetings
- Organize photography at all Senior Theme Dinner Projects
- Oversee Yearbook Committee
- Update Student Chapter Board on progress of Theme Dinner Yearbook
- Secure advertising for Theme Dinner Yearbooks
- Organize production, costs, and distribution of Theme Dinner Yearbooks
- Maintain positive and working relationship with Department Head to guarantee Theme Dinner Yearbook distribution
- HAVE FUN AND LEARN!

President  
Signed \_\_\_\_\_

Advisor  
Signed \_\_\_\_\_

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Print \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_

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## **University Student Chapter of PCMA 20XX – 20XX Academic Year**

### **General Member Expectations:**

- Attendance will be taken at all Student Chapter Meetings and events, signing in at the registration table is required.
- Members are allowed to miss only 3 events each semester.
- In order to be a committee chair for any service, social, or fundraising event, the member must be actively involved.
- Attendance and funding allocation for the PCMA National Conference “Convening Leaders” will be based off of member involvement.
- Members who cannot meet these expectations will be dealt with on a case by case bases.