The duties of the President shall be:

1. To serve as spokesman for the Academy
2. To prepare meeting agendas and preside over monthly Executive Committee and society business meetings
3. To function as a visionary for the Academy, charting the course of the development and operations of the Academy as one of the leading student organizations on campus.
4. To serve as an alternate reporting entity for the Academy committees

The duties of the Vice-President shall be:

1. To serve as a secondary spokesman for the Academy
2. To preside over Academy meetings in the absence of the President
3. To plan and/or coordinate events hosted or attended by Academy members
4. To serve as the reporting individual for the Academy’s Community Service, Planning and Elections Committees.

The duties of the Recording Secretary shall be:

1. To maintain the minutes of Academy and Executive Board meetings and post to the Academy page on the FSI website topics discussed, votes taken, and decisions made at these meetings on topics of interest to members
2. To conduct all organizational correspondence not under the purview of the various subcommittees
3. To send/respond to the club e-mails on the UCOSAFS@gmail.com account

The duties of the Public Relations Secretary shall be:

1. To coordinate announcements of the activities of the Academy to members and interested parties
2. To design signs/flyers/ posters to advertise each meeting and post them throughout FSI, Howell Hall, Liberal Arts, and Nigh
3. To prepare and maintain an Academy brochure that is provided to prospective members as well as those inquiring as to the mission and activities of the society
4. To reach out to local businesses and individuals for ‘sponsorships’ and fundraising events
5. Post all events on UCO’s uconnect , UCO360.com, and in the Vista newspaper

The duties of the Treasurer shall be:

1. To collect and disperse Academy funds as well as to maintain accurate records associated with such transactions
2. To maintain organizational and membership records; i.e. to maintain a sign-in sheet for every general meeting
3. To prepare periodic reports to the President on the financial status of the Academy
4. To liaise with the University’s Budget Office to ensure the society’s compliance on issues related to finances
5. To work with the Senator on the preparation of the Academy budget for presentation to the University of Central Oklahoma Student Association (UCOSA) by the assigned deadline

The duties of the Historian shall be:

1. To provide narrative and photographic documentation of all Academy activities
2. To compile and provide a presentation of the academic year’s Academy activities at the last general meeting of the Spring semester
3. To compile a scrapbook at the end of the year to keep on file for future members to view
4. Apply for campus grants and/or awards available to student organizations
5. Keep SAFS bulletin board in Howell Hall up to date

The duties of the Senator shall be:

1. To represent the Academy in all aspects of the University’s student governing process
2. To attend and participate in UCOSA Senate meetings, reporting these activities to the Academy
3. To lead the drafting effort for the Academy budget and its presentation any UCOSA-designated entities
4. To serve in the appropriation process for USOSA dispersed funding

To assist in the smooth operation of the Academy, the Vice President is assisted by two committees. You do not have to ‘run’ to be a member of a committee- these are open to everyone that would like to volunteer. The particulars of the two committees are:

1. Community Service Committee:
	1. Comprised of one or more Academy members
	2. Tasked with the responsibility of assisting in coordinating Academy participation in events on campus and in the surrounding community
2. Planning Committee:
	1. Comprised of one or more Academy members
	2. Tasked with assisting the Vice President in the preparation and execution of all SAFS events (Boy Scout Weekend, Tie Dye Day, Float Trip, AAFS trip, etc.)