

Officer Positions

President

- Oversee and coordinate all activities of the Anime Club, ensuring that the needs and requests of the membership are met to the best of that officer's abilities.
- Represent A-MO at campus events.
- Ensure that meetings/showings are provided for, properly scheduled, and planned for.
- Coordinate with all other clubs and departments to promote the Anime Club.
- Preside at all meetings, call special meetings, and to appoint committees.

Vice-President

- Obtain and distribute, or provide for distribution, information from sister clubs.
- Assist the President with the duties.
- Provide for advertising of meetings/showings and other events.
- Perform all duties of the President in their absence, and to serve as a program chairperson.

Secretary

- Keep records of all voting matters, including subject and tallies.
- Maintain a roster of the membership.
- Maintain a record of meetings/showings and any minutes.
- Take charge of all correspondence, notify the Branding Iron, and post information regarding meetings and activities, and make necessary reports.
- Keep an accurate, permanent record of the organization.

Treasurer

- Keep records of all financial accounts and transactions.
- Plan all financial events (i.e. fund-raisers and money-making components of events, etc.) in cooperation with the Archivist.
- Maintain all related documentation and materials.
- Keep an accurate and complete record of all monetary transactions.
- Disperse Fund money in accordance with regulations of the University.

Archivist

- Manage the organization's digital library.
- Plan all contests and arrange for prizes in cooperation with the Treasurer.
- Maintain documents and integrate digital format media.
- Maintain any documentation and materials which do not fall under the purview of the Treasurer or Secretary.