

Trinity Diversity Connection Position Descriptions

All officers must be full-time students (enrolled in 12 credit hours or more) at Trinity University, hold a cumulative GPA no lower than 2.4, and must subscribe to or be interested in the purpose of this organization.

President:

- Act as a liaison between TDC and the University
- Work with the other university sponsored organizations
- Fully inform associate group officers of their responsibilities and requirements
- Abide and edit the Constitution as needed
- Represent TDC to the Student Government Association to propose for TDC's annual budget along with the Treasurer
- Meet weekly with TDC's advisor
- Preside over all Board and Executive meetings
- Oversee risk management for the organization and share relevant information with membership
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Vice President:

- Aid the President in any capacity
- Act as president in the event that the President cannot assume his/her responsibilities
- Assume the Presidential office if the President should give up or misuse his/her office in any way
- Coordinate member development
- Coordinate organizational events

Public Relations Chair:

- Publicize TDC events through various media outlets (Facebook, Twitter, Instagram), banners, flyers, LeeRoy, newsletters, etc.
- Update social media account with programming events, announcements, etc.

Secretary:

- Keep the minutes of all Executive Council meetings to be e-mailed the day after the meeting to all listed officers
- Take the minutes of all Board meetings to be e-mailed the day after the meeting to all Board members
- Act as TDC's TSPACE coordinator

Treasurer:

- Manage and reconcile the TDC budget
- Represent TDC to the Student Government Association to propose for TDC's annual budget along with the TDC President
- Manage transactions through the p-card and reimbursement checks
- Update the Student Government Association's Vice President on monthly TDC expenses
- Meet twice a month with the TDC Advisor