**Pi Mu Epsilon**  
Illinois Alpha Chapter

**OFFICER POSITIONS**

**President**  
This role requires an enthusiastic individual who can lead the chapter to realize PME’s primary goal of promoting scholarly achievement in mathematics. The president essentially runs the chapter’s affairs, plans and executes events and acts as the liaison between members, the Department of Mathematics, and the campus as a whole. S/he presides over meetings and any event the chapter wishes to undertake.

**Vice-President**  
This role requires an equally enthusiastic person to assist the president in his/her duties, taking over in the president’s absence. The vice-president would ideally “tag-team” with the president in executing the chapter’s endeavors.

**Secretary**  
This role requires a very organized individual, as s/he must manage the member database and other records for the chapter. Primary duties of the secretary include writing general PME e-mail newsletter/announcement memos, recording officer/general meeting minutes, and creating the agenda for officer/general meetings.

**Treasurer**  
This role also requires a very organized individual, as s/he must manage the chapter’s finances. The treasurer collects the chapter’s monies (such as new members’ dues) for deposit, arranges payment for various expenses (such as merchandise orders payable to the national organization), and maintains a budget for the year.

**Webmaster**  
This role requires a computer savvy individual who can design and create websites. The webmaster is in charge of the chapter’s website, frequently updating it as new information comes in about events, membership, relevant math articles, etc.