**The following descriptions depict basic duties for each position throughout the year. Each position requires more responsibilities than what are listed below. If you are interested in a position, please contact the current officer in order to get a better idea of what is required.**

President

* Contact local dentists to speak at each PDS meeting
* Prepare PowerPoints and lead each PDS meeting
* Organize officer meetings, mock interviews, socials, officer selections
* Guide and assist each officer in their duties
* Compile master emails and answer any member’s questions

VP (Pre-Dental 101 Coordinator)

* Communicate with Dr. Cheramie about the schedule and speakers for Pre-Dental 101
* Contact major dental companies and DAT preparation companies about sponsorships for the event
* Lead Pre-Dental 101 conference and coordinate the logistics of the event
* Assist the President and other officers
* Update the shadow directory

Director of Membership

* Maintain membership roster, email list, scanners for meetings
* Collect service/shadowing forms and any documentation for points from members
* Keep all membership points updated on website
* Assist Media Representative with website forms and updates

Treasurer

* Purchase food and drinks for each meeting
* Collect dues from members at meetings and keep up with Dues doc
* Manage PDS bank accounts and keep up with accounts receivable and account payable

Media Representative

* Keep website up to date with meeting dates, event information, and forms
* Keep PDS boards in Life Sciences and Choppin up to date
* Update Facebook, Twitter, and Instagram with PDS news and events
* Design t-shirts and fliers for events throughout the year
* Pass out/sell t-shirts at meetings and events

Service Coordinator

* Contact local charities and non-profit organizations and set up service opportunities for members
* Send Doodles for service sign ups, send confirmations to all people who sign up for events
* Attend all service events and keep track of member’s inside service points
* Send Director of Membership all member service points

Fundraiser Coordinator

* Organize small fundraisers at restaurants each semester
* Set up and organize Dental Dash fundraiser

Dental Hygiene Representative

* Schedule dental hygiene speakers for meetings
* Make a PowerPoint/handout for each meeting and organize what to go over (admissions, expectations, FAQ, etc)
* Assist hygiene girls with their application process
* Act as liaison between Mrs. Mason and pre-hygiene students