

President

- Planning/scheduling meetings with UNC
- Running/leading meetings
- Helping Student Ambassador with booking guest speakers
- Answering any and all questions of members
 - Dental School prep
 - DAT prep
 - Resume/Cover Letter Help
 - Volunteer/Shadowing
 - Points/attendance/GPA
- Making sure all members are following the DDS rules and guidelines
- Working with VP to help the needs and wants of members, as well as set new rules and regulations
- Confirming 3.0+ GPA of members
- Planning Fall Fest
- Working with DDS officers to maintain and strengthen club success, ideas, and events
- Leading DDS in hopes to benefit all DDS members in their unique track to Dentistry
- **Ideal Qualities:** organization, time management, multi-tasking, growth mindset, public speaker

Vice President

- Aiding the President in any way
- Hosting meetings if President is unavailable
- Developing and executing means of gaining interest in the club (i.e., Posters, facebook flyers, the cube in the pit***)
- Hosting Rushee Interest Meeting
- Collecting and updating Rushee Point Collection forms in timely manner
- Addressing any questions regarding the rush process
- Speaking with Rushees regarding their rush status if applicable
- Organizing Rushee Induction Dinner
- Printing New Member Certificates (if exec decides that is what they want to give out)
- **Ideal Qualities:** enthusiastic, connectable, outgoing

Secretary

- Managing attendance
- Updating points for members at least once a week
- Notifying members who don't meet membership status at the end of each term
- Taking minutes every meeting to be uploaded to the website for those who weren't able to attend the meeting / OR recording meetings
- Answering any questions that may arise regarding membership status, point conversion, and/or attendance

- **Ideal Qualities:** organized, good time management, good communicator

Treasurer

- Collecting dues and working with Secretary and VP to update member points sheet
- Making deposits at the bank
- Organizing food for club events and induction dinners
- Designing, ordering, and distributing club shirts
- Going to CUSO funding meetings
- Managing the club debit card and account
- Managing the DDS Venmo account
- Managing funds for the annual dental bus
- **Ideal Qualities:** Honest, organized, attentive [to members/rushees and other officers]

Service Coordinator

- Connecting members to various service opportunities
- Planning group service events
- Coordinating dental supplies drives throughout the year
- **Coordinating DDS Dental Bus event** (hopefully per semester!)
- Planning, picking up supplies, reporting the number of supplies donated by individual members to the secretary
- Assisting members as needed to reach their points goal
 - I.e. Creating a list/Powerpoint/etc. of service ideas to be sent out to members at the beginning of each semester
 - Answer emails regarding questions about service related events and points
- **Ideal Qualities:** Organized, dedicated, actively involved in your community

Student Ambassador

- Scheduling dynamic and educational guest speakers for weekly meetings
- Acting as liaison between DDS and other organizations
- Assisting in finding opportunities for DDS members
- GREAT position for a dental hygiene student (1st or 2nd year!)
- **Ideal Qualities:** outreach, organized, networking, scheduling

Website and Social Media Coordinator

- Updating the website with relevant information for the members
- Ensuring all of the information on the website is up to date
- Changing pictures on the website to match the current year
 - I.e. taking and uploading pictures of the current officer team
 - Adding pictures to the gallery
- Updating the website with events
- Updating the calendar to inform members of the meetings and events

- Updating the website with any opportunities
 - I.e. scholarships, service opportunities, etc.
- Receiving and responding to emails regarding the website
 - I.e. dental practices/assistants emailing to inform you of their scholarship or intern positions
- Running Social Media
- **Ideal Qualities:** tech savvy, creative