

# **FMA Officer Descriptions and Duties**

## **Events Officer**

The Events Officer is responsible for scheduling all board approved events. Specific responsibilities include:

- Reporting to the chapter's Board of Directors on all matters pertaining to the planning and scheduling of chapter sponsored events.
- Securing locations for on and off-campus events.
- Purchasing 'Thank You' gifts and gift cards guest speakers.
- Securing food FMA events when directed.