**President:**
The President acts as the chief administrator and representative of the Eastman Students' Association by upholding orderly and democratic procedures while presiding over all meetings of SA Council, ensuring that all decisions, projects, and recommendations authorized by SA are carried out. The President is also empowered to call special meetings of the SA Executive Board at any time, SA Council in urgent situations, and the Eastman Student Body with approval of the SA Council under the name of Eastman Students' Association. The President and Vice President must run as a pair.

To be eligible for this position, you must be a full-time junior or senior at Eastman. Furthermore, you must have held an elected position of leadership in SA or the Eastman Orientation Crew and attended at least 5 SA meetings in the past year. Skills necessary for this position include interpersonal skills, the ability to delegate tasks, pro-activeness, and public speaking skills.

**Vice President & Student Organization Manager:**
Besides assisting the President in the executing of Presidential duties (enumerated above), the Vice President is responsible (in conjunction with the Office of Student Life) for all group management, group creation, and physical property of the Eastman Students' Association. The Vice President, in the event of the President’s absence or resignation, assumes the duties of the President. The Vice President may also call a meeting of the Executive Board at any time. The President and Vice President must run as a pair.

To be eligible for this position, you must be a full-time junior or senior student at Eastman. It is also strongly recommended that Vice Presidential candidates have been involved in SA, EOC, or have been an RA, and have regularly attended SA meetings. Skills necessary for this position include interpersonal skills, the ability to delegate tasks, pro-activeness, and public speaking skills.

**Secretary & Communications Director:**
The Secretary records the minutes (detailed notes) of all Eastman Students' Association Council meetings, and ensures that these minutes are made available to all members of the body in a timely fashion (within 3 business days). Furthermore, the Secretary maintains a current list of all Eastman Students' Association Council members and keeps the list up-to-date. The Secretary also keeps attendance at all Eastman Students' Association Council meetings, and issues notices and warnings resulting from various attendance situations and/or problems. The Secretary may also call a meeting of the Executive Board at any time.

To be eligible for this position, you must be a full-time undergraduate student at Eastman. Skills necessary for this position include interpersonal skills, pro-activeness, diligence, attention to detail, and the ability to type on a computer or take notes at a fast and accurate level.

**Treasurer:**
The Treasurer of Eastman Students' Association Executive Board is responsible (in conjunction with the Office of Student Life) for keeping track of the budgets and financial decisions of all Student Organizations. This includes keeping up-to-date financial spreadsheets, recording and assisting with the disbursement of funds, serving as a financial coordinator between the Eastman SA Council and the Office of Student Life, and enforcing funding guidelines and policy amongst the various Student Organizations. Lastly, The Treasurer works with The Executive Board and the Office of Student Life to formulate budgets for all Student Organizations. The Treasurer may also call a meeting of the Executive Board at any time.

To be eligible for this position, you must be a full-time undergraduate student at Eastman. Skills necessary for this position include interpersonal skills, pro-activeness, computer knowledge (financial records and spreadsheets), and attention to detail.