Student Chapter
Officer Roles

**President**
- Leadership and Vision
- Organizational Skills
- Communication
- Teambuilding
- Networking
- Member Engagement
- Financial Management
- Event Planning
- Advocacy and Representation
- Succession Planning

**Secretary**
- Meeting Documentation
- Communication and Correspondence Management
- Membership Records
- Agenda Preparation
- Official Documents
- Event Logistics
- Recordkeeping
- Attendance Tracking
- Collaboration with Other Officers
- Succession Planning

**Vice-president**
- Support of President
- Event Coordination
- Delegation
- Communication Management
- Leadership in President’s Absence
- Membership Engagement
- Collaboration with Other Chapters
- Financial Oversight
- Professional Development Initiatives
- Succession Planning

**Treasurer**
- Financial Management
- Budgeting
- Sponsorship and Fundraising
- Financial Reporting
- Financial Policy Compliance
- Banking Transactions
- Receipts and Invoices
- Audit Preparation
- Expense Reimbursement
- Transition Planning

SPIE Student Chapters play a critical role in developing future leaders of optics and photonics.