

# Student Chapter Officer Roles

**SPIE.** STUDENT  
CHAPTERS

## President

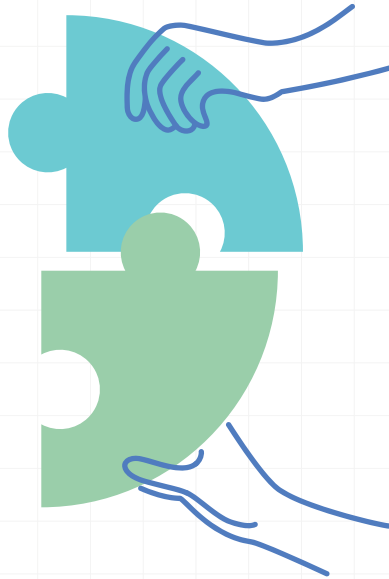


- Leadership and Vision
- Organizational Skills
- Communication
- Teambuilding
- Networking
- Member Engagement
- Financial Management
- Event Planning
- Advocacy and Representation
- Succession Planning



## 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

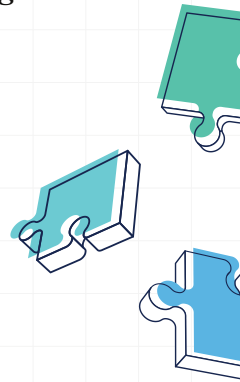


A global network of **future changemakers** in optics and photonics



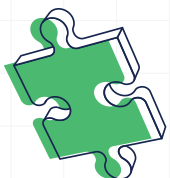
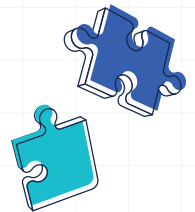
## Secretary

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