ADSA-SAD Officer Responsibilities

There are certain responsibilities and expectations that come with serving as a National SAD Officer. It is a one-year commitment that includes participation in monthly conference calls and attendance at the National ADSA meeting next year. Each position has its unique responsibilities, which are as follows:

**President**
- Oversee all SAD officer and advisor conference calls
- Participate in monthly ADSA Board conference calls.
- Oversee all activities of the national SAD meeting.
- Attend the ADSA Board of Directors meeting (ex-officio capacity) to report on student activities. *(Usually at the start of the first board meeting during Annual Meeting - keep in contact with ADSA Exec. Director.)*
- Attend the Host/Board of Directors Dinner *(TBA)*
- Submit and present annual report on the status of the student affiliate to the parent organization of ADSA at the business meeting *(Attend with third year advisor. Usually on Wednesday morning during the Annual Meeting).*

**First Vice President**
- Coordinate the student mixer.
- Select three judges prior to the meeting to judge the following contests:
  - Annual Reports
- Select three judges prior to the meeting to judge the following contests:
  - Yearbook Contest
  - Scrapbook Contest
*(You will need a total of six judges for the contests.)*
- Coordinate the scoring for the contests.
- Work with Secretary-Treasurer to add up points for part III on Chapter Award Scorecard.
- Present the awards for the Chapter Contest, the Yearbook Contest, and the Scrapbook Contest at the Awards Luncheon.
- Serve as the representative to the Purina Animal Nutrition Teaching Award in Dairy Production Selection Committee. *(They contact you with information via mail.)*
- Invocation at Awards Luncheon.
- First Year Advisor will assist you with the contests.

**Second Vice President**
- Work with Molly Kelley to prepare/update a display of student activities for the national meeting.
- Coordinate the Undergraduate Original Research Poster Presentation Contest.
  After May 1, select four* judges (* three to serve as judges, one to serve as alternate)*
  Present the top 3 winners at the awards luncheon.
- Coordinate a meeting t-shirt
- Serve as representative to the Milk Industry Foundation Teaching Award (in odd numbered years) or Kraft Foods Teaching Award in Dairy Science (in even numbered years) Selection Committee.
- Introduce speaker at awards luncheon.
- First Year Advisor will assist you with the contests.

**Third Vice President**
- Present the following awards at the luncheon:
  - Outstanding National Student Affiliate Advisor Award
    *(Say a few words about the outstanding advisor – pull from contest entry)*
  - Student Chapter Most Miles Traveled Award
    *(Tell how many people came from the school and how many miles)*
- Collect data at the national meeting to determine the winner of the Student Chapter Most Miles Traveled Award. *(Miles traveled by each chapter times members attending the national meeting.)*
- Chair the Outstanding Student and Advisor selection committee.
  In charge of getting three judges for the selection of these awards.
  *(Use same 3 judges for both contests)*
- Second Year Advisor will assist you with your duties.

**Secretary/Treasurer**
- Keep minutes of all meetings.
- Develop and maintain updated list of Dairy Club Advisors and Presidents for communications.
- Help with officer and advisor election.
  - pass out ballots
  - collect ballots
- Send minutes from the national meeting to the SAD Liaison by September 1.
- **Chair the Web Site Contest selection committee.**
  - In charge of getting three judges for the selection of the Web Site Contest.
- When offered, coordinate and lead the Activities Symposium at the national meeting (request presentations in advance for preloading).

**Officer-at-Large**
- Coordinate the Undergraduate Paper Presentation Contest.
- After May 1, select four* judges for all three divisions of the contest (* three to serve as judges, one to serve as alternate for a total of 12).
  - Dairy Foods
  - Production
  - Original Research
- Present the top 3 winners in all divisions at the awards luncheon. (say what their paper was about, etc.)
- Coordinate with the photographer during the awards luncheon on the identification of all award recipients and other persons included in the photographs. Pictures to be taken:
  * Production Paper Winners - first three places (each person gets picture taken with SAD President)
  * Dairy Foods Paper Winners - first three places (each person gets picture taken with SAD President)
  * Original Research/Independent Study – first three places (each person gets picture taken with SAD President)
  * Original Research Poster Winners – first three places (each person gets picture taken with SAD President)
  * Outstanding Advisor (picture taken with President)
  * Outstanding Student (picture taken with Third Year Advisor)
  * Genevieve Christen Award Winner
  * Most Miles Traveled Chapter
  * Chapter Award Winners - first three places
  * Chapter Yearbook Winners - first three places
  * Chapter Scrapbook Winners - first three places
  * Exchange of gavel - Outgoing president with incoming President
  * Old Officer and Advisor Team
  * NEW Officer and Advisor Team
- The Second Year Advisor will assist you with the contest.

**First Year Advisor**
- Plan the awards luncheon with host committee and SAD Liaison.
- Assist First Vice-President with the chapter contest, yearbook contest, and scrapbook contest.
- Announce names of outstanding student recognition award winners (Gold, Silver, Bronze) present at the luncheon.

**Second Year Advisor**
- Assist Third Vice President with the outstanding advisor and student selection.
- Assist officer-at-large with the undergraduate paper and poster presentation contest.
- Oversee the undergraduate paper presentation abstract submission process including chairing the program session (create the program for each category, etc.)

**Third Year Advisor**
- Help with the overall running of the Student Affiliate Division Annual Meeting.
- Announce Outstanding Student Award Winner at the awards luncheon.
- Fill in where needed, especially in finding judges for all the contests.
- Attend ADSA Business Meeting with SAD President to report on status of the student affiliate to parent organization. (Attend with SAD President or other officer. Usually on Wednesday morning during Annual Meeting)