President
- Encourage fellow students to participate in COPHSA, including publicity of general meetings
- Attend general and executive meetings
- Attend monthly meeting with the Dean of the College of Public Health
- Encouraged to attend monthly OUHSC-SA meetings
- Represent the student association and the college at community and social events, like The Big Event
- Member of the OUHSC-SA Executive Board, attend meetings as needed
- Schedule executive meetings and monthly meetings with Dean
- Run general meetings
- Liaison with COPH Alumni Association, attend alumni association meetings, and remain in contact with Alumni Association President
- Submit all business to Vice-President for inclusion in agendas

Vice-President
- Encourage fellow students to participate in COPHSA, including publicity of general meetings
- Attend general and executive meetings
- Attend monthly meeting with the Dean of the College of Public Health
- Encouraged to attend monthly OUHSC-SA meetings
- Represent the student association and the college at community and social events, like The Big Event
- Set agenda for general and executive meetings, maintain list to discuss with Dean at monthly meetings. These should be emailed to the other officers prior to meetings.
- Schedule general meeting, including reserving rooms with satellite link, and contacting Tulsa

Secretary
- Encourage fellow students to participate in COPHSA, including publicity of general meetings
- Attend general and executive meetings
- Attend monthly meeting with the Dean of the College of Public Health
- Encouraged to attend monthly OUHSC-SA meetings
- Represent the student association and the college at community and social events, like The Big Event
- Take comprehensive notes at all meetings and submit a typed copy to Vice-President for posting on COPHSA website. A printed copy should be kept in the Secretary’s binder.
- Submit all business to Vice-President for inclusion in agendas
Treasurer

- Encourage fellow students to participate in COPHSA, including publicity of general meetings
- Attend general and executive meetings
- Attend monthly meeting with the Dean of the College of Public Health
- Encouraged to attend monthly OUHSC-SA meetings
- Represent the student association and the college at community and social events, like The Big Event
- Chair Budget Committee and hold monthly budget committee meetings. Summaries from Budget Committee meetings should be included in monthly report at general meeting.
- Prepare a monthly report that includes:
  - Current COPHSA balance
  - Detailed list of expenditures/acquisitions since last report (this should be maintained in Excel or a similar program)
  - Brief minutes from the previous month’s budget committee meeting
  - This report should be given as an oral presentation at general meetings and sent to Vice-President for posting on COPHSA website and inclusion in agenda for general meeting. A printed copy of each report should be kept in Treasurer’s binder.
- Arrange food for all meetings requiring a meal, including Tulsa site, and submit subsequent paperwork to Dean’s Office for payment
- Submit all invoices from COPHSA-sponsored activities and spending to Dean’s Office within five business days. Copies should be made of all paperwork submitted, including receipts, invoices, attendance sheets, etc., stapled together and kept in Treasurer’s binder.
- Schedule a monthly meeting with contact in Dean’s Office to discuss budget and spending and answer questions
- Submit all business to Vice-President for inclusion in agendas

Senators

- Attend monthly OUHSC-SA meetings and report back to COPH students at general meetings
- Email a short summary of OUHSC-SA meetings to Vice-President for inclusion in agenda
- Keep a copy of each agenda, minutes, proposed bills and other paperwork in binder and present information at general meeting
- Encourage fellow students to participate in COPHSA, including publicity of general meetings
- Represent the student association and the college at community and social events, like The Big Event
- Submit all business to Vice-President for inclusion in agendas
Tulsa Executive Member
- Communicate with Oklahoma City students
- Encourage fellow students to participate in COPHSA, including publicity of general meetings
- Attend general meetings, arrange and run general meetings for Tulsa site; this includes reserving a room and ordering food (submit reimbursement/invoice payment requests), sign-in sheet.
- Hold Tulsa meetings if needed, with appropriate agenda, sign-in sheets, etc.
- Encouraged to attend monthly OUHSC-SA meetings
- Submit all business to Vice-President for inclusion in agendas