

Vancouver SAS User Group Executive Team Roles and Responsibilities

Role	Responsibilities
President	Arranges planning sessions with User Group Executive team; ensures that all User Group tasks are being performed; acts as spokesperson for the user group; acts as primary contact between User Group and SAS; sign off on paperwork; hosts user group meetings; books room for meeting; takes minutes at Executive meetings.
Vice-President	Helps President and steps in when not there; shares responsibilities with President; gathers presentations and speakers' suggestions/information.
Webmaster	Ensures the website information is up to date. Gathers contents for upcoming meeting, past presentations and general User Group news to be posted on the site.
Evaluation Forms	Makes changes/edits evaluation form. Prints enough copies and brings them to the User Group meetings. Keeps all evaluation forms after the meetings, analyzes the feedback and reports results.
Facilities Coordinator	Organizes catering and equipment for the user group meeting; organizes the dissemination of evaluation forms, newsletter and name badges at the user group meetings and helps with the users registration desk.
Communications Lead	Investigates ways to improve communication and networking between SAS Users within the Vancouver area and between Vancouver and other areas.
Newsletter Team	Gathering material and contents for the bi-yearly newsletter; works with SAS Users for suggestions and feedback; designs the newsletter template; prints and ensures the newsletter ready for the User Group Meeting.