

## **ADVOCATES OF TOMORROW (AOT) ROLES**

### **President: FILLED**

*The President makes the major corporate decisions, manages the overall operations and resources of the company, and is the liaison between the organization's executives and Board of Directors.*

### **Secretary: FILLED**

*The Secretary is responsible for taking attendance and meeting notes at our general meetings as well as overseeing volunteer hours. They are also responsible for updating the executive team on organizational activities and are the main point of contact between conference participants and AOT. They report to the President.*

## **Business Development Team**

### **Chief Financial Officer (CFO): FILLED**

*The CFO manages the finances for AOT and are in charge of the Business Development Team. They are responsible for garnering sponsors and ensuring our events stays within budget. They report to the President.*

### **Directors of Corporate Relations: OPEN**

*The Directors of Corporate Relations are a part of the Business Development Team and report to the CFO. They are responsible for researching, contacting, and creating a relationship with sponsors. This includes the creation of an annual sponsorship proposal.*

### **Director of Grants: OPEN**

*The Director of Grant Applications is a part of the Business Development Team and reports to the CFO. They are responsible for identifying grant opportunities and crafting grant proposals.*

### **Treasurer: FILLED**

*The Treasurer is a part of the Business Development Team and reports to the CFO. They are responsible for creating the budget and tracking expenses along with the CFO.*

## **Research Team**

### **Chief Research Officer (CRO): FILLED**

*The CRO is in charge of the Research Team and reports to the President. They are responsible for researching and organizing our annual conference. This includes the creation of a mock trial case, curating speakers, mock trial judges and mentors, and developing mentor workshops.*

### **Mock Trial Developers: OPEN**

*The Mock Trial Developers are responsible for researching, designing, and formatting a mock trial case for our annual conference. They will be researching any relevant laws pertaining to our conference theme along with creating witness testimony and evidence. They report to the CRO.*

### **Workshop Coordinators: OPEN**

*The Workshop Coordinators are responsible for curating and contacting workshop mentors and developing a workshop outline. Workshops are for mentoring students on the elements of a mock trial. They act as a liaison between the CRO and the mentors. This position reports to the CRO.*

### **Directors of External Relations: OPEN**

*The Directors of External Relations are responsible for finding and contacting relevant speakers, mock trial judges, and mentors for our annual conference. They write emails and act as a liaison between the speakers, judges, mentors, and the CRO. This position reports to the CRO.*

## **Marketing Team**

### **Chief Marketing Officer (CMO): FILLED**

*The CMO is in charge of the Marketing Team and is responsible for promoting AOT through social media. They employ successful marketing strategies and support the creation of all marketing materials. They report directly to the President.*

### **Director of Communications: FILLED**

*The Director of Communications is responsible for posting and increasing engagement on our social media channels, interacting with other organizations, and writing captions. They also monitor all AOT social media accounts along with the CMO. This position reports to the CMO.*

### **Directors of Marketing: OPEN**

*The Directors of Marketing report to the CMO and are responsible for creating all graphics for AOT's social media accounts. Design experience is required.*

### **Ambassador Coordinators: OPEN**

*The Ambassador Coordinators manage our Ambassador Program. They oversee AOT's Ambassadors who promote our conference at their respective high schools and universities.*

## **Technology Team**

### **Chief Technology Officer (CTO): OPEN**

*The CTO manages AOT's website, blog, newsletter, and the technological aspects of our events. They report directly to the President. Proficiency with Wix along with design experience is an asset.*