**President (2-year term with 6-month transition period)**

* Plan yearly programs and activities for the chapter, including an annual chapter meeting.
* Recruit new members and manage chapter membership, including regional subgroup meetings.
* Secure financial security of the chapter by chapter subsidy, grant submission, and sponsorship.

**Vice Presidents (2-year term with 6-month transition period)**

* Coordinate an annual chapter meeting, focusing on scientific and technological excellence.
* Facilitate networking among members for career advancement.
* Plan and approve programs and activities for the chapter, with the Program Coordinator when the position is filled.

**Secretary (1-year term with 3 terms limits)**

* Oversee the financial health of the organization.
* Prepare financial reports for funding agencies and the chapter members.
* Facilitate member donations and sponsorship programs.

**Event Coordinator (1-year term with 3 terms limits)**

* Take responsibility to take new member registrations at the chapter events.
* Coordinate the details of programmed events logistics such as registration/attendance, food and beverage, and photography.
* Manage chapter resources such as a banner, membership drive giveaways, and other materials.

**Communication Coordinator** **(1-year term with 3 terms limits)**

* Manage public communication channels such as Kakao OpenTalk.
* Support the Event Coordinator for new member registrations and event registrations.
* Generate and manage the chapter assets for public communication such as photography and meeting notes.

**Program Coordinator** **(1-year term with 3 terms limits)**

* Plan the details of the monthly programs with the Vice Presidents and the President.
* Channel the chapter members needs for the program planning.
* Collaborate with the Vice Presidents and the Presidents to prepare an annual meeting.

Auditor (2-year term with 6-month transition period)

* Provide feedback on the communications and activities among the steering committee.
* Audit the financial report of the chapter and provide feedback.
* Provide feedback to improve chapter programs and activities.