

## Student Organization Officer Roles

Each student organization writes its own constitution and bylaws, which should outline the basic role of each organization officer. It is solely up to the members of the organization to assign responsibilities to a specific officer. This reviews some possible position responsibilities. It is intended to assist you in constitutional development and to help you answer the question, "Now I've been elected, what am I supposed to do?" Although a student organization's constitution lists some specific positions' responsibilities, each officer should have the freedom to personalize his/her office. Individual interest areas and skills often dictate the amount of time an officer spends on a particular responsibility. However, a good officer never forgets what the basic responsibilities are.

### Role of the President

#### *Some Potential Responsibilities*

- Presides at all meetings of the organization
- Calls special meetings of the organization
- Schedules all practices, classes, and other activities of the organization
- Obtains appropriate facilities for organization Activities.
- Prepares and files any report required Appoints committee chair people Completes annual Recognition Forms.
- Attends Recognized Student Organization Meetings
- Represents organization at official functions
- Maintains contact with organization advisor
- Maintains contact with organization alumni
- Maintains contact with affiliated department or section
- Maintains contact with national organization
- Remains fair and impartial during organization decision making processes
- Votes in cases where there is a tie
- Coordinates Organization elections

### Role of the Vice President

#### *Some Potential Responsibilities:*

- Assume the duties of the President as needed
- Serve as an ex-officio member of standing committees
- Plans officer's orientation and organizational retreats
- Coordinates organizational recruitment efforts
- Represents organization at official functions
- Remains fair and impartial during organizational decision making processes
- Coordinates organization elections

### Role of the Secretary

#### *Some Potential Responsibilities:*

- Keeps a record of all members of the organization

- Keeps a record of all activities of the organization
- Keeps and distributes minutes of each meeting of the organization
- Creates and distributes agendas for each meeting of the organization
- Notifies all members of meetings
- Prepares organization's calendar of events
- Schedules all practices, classes, and other activities of the organization
- Obtains appropriate facilities for organization activities
- Prepares and files any report required
- Handles all official correspondence of the organization
- Manages organization office space
- Collects organization mail from the advisor or wherever mail is received
- Represents organization at official functions
- Remains fair and impartial during organization decision making process
- Coordinates organization elections

### **Role of the Treasurer**

#### *Some Potential Responsibilities*

- Keeps all financial records of the organization
- Pays organization bills
- Collects organization dues
- Prepares and submits financial reports to the members
- Prepares an annual budget
- Prepares all budget requests for funds
- Is familiar with accounting procedures and policies
- Advises members on financial matters (i.e. vendors, ticket selling procedures)
- Coordinates fund raising drive
- Represents organization at official functions
- Remains fair and impartial during organization decision making processes

### **Other possible positions**

Parliamentarian, Activities Director, Recruitment / Retention Director, Academic Coordinator, Liaisons, Community Service Director, etc.