



SAMPLE OFFICER DUTIES

Every recognized student organization must create and maintain an organization constitution and bylaws, which include outlines for basic officer roles. Organization members shall clarify the responsibilities of each office. This document reviews possible position responsibilities and is intended to be a resource during constitutional development. Descriptions below will help answer the question, "Now that 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 their office. Traditional titles such as *president* or *vice president* are not required; be creative – if you have a film club, perhaps you'd like for your leadership titles to reflect your interest (i.e. Director, Producer, Editor). Another example would be a BBQ club (i.e. Grill Master in lieu of President). 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.

MEMBERS OF THE EXECUTIVE BOARD

1. All recognized student organizations are expected to initially register and update their roster every academic year with the Department of Student Involvement: Leadership & Service through the OrgLINK system.
2. Registration is always due on the 12th class day of the fall semester.
3. An executive board member must attend, or delegate an organization member to attend SOLR (Student Organization Leadership Retreat) every fall semester and complete Student Organization Required Training before the 12th class day to maintain your recognition at SHSU.

Role of the President - Potential Responsibilities:

Presides at all meetings of the organization
Obtains appropriate facilities for organization activities
Prepares and files any report required
Appoints committee chair people
Attends Student Organization Leadership Retreat
Completes Student Organization Required Training
Represents organization at official functions
Maintains contact with organization advisor, alumni, national organization, affiliated department(s)
Remains fair and impartial during organization decision making processes
Plan, delegate, and evaluate, set goals and create ideas, tone, and direction
Understand and educate organization to adhere to campus and organizational regulations Mediate conflict within organization

Role of the Vice President - Potential Responsibilities:

Assume the duties of the President as needed
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 - Potential Responsibilities:

Keeps a record of all members of the organization, update organization roster on OrgLINK Keeps a record of all activities of the organization

Keeps and distributes minutes/agendas of each meeting of the organization

Notifies all members of meetings

Prepares organization's calendar of events

Submits all organizational events on OrgLINK

Completes Student Organization Travel Form, if necessary

Prepares and files any report required

Handles all official correspondence of the organization

Represents organization at official functions

Coordinates organization elections

Role of the Treasurer - 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)

Represents organization at official functions

Other possible executive board positions:

Activities Director

Recruitment / Retention Director

Community Service Director

Etc.

Role of Social Chairperson – Potential Responsibilities:

Oversee the planning of all organizational social events

Obtain any contracts required for organization social events

Be aware of any legal implications of planning a social event

Read, understand and educate membership on risk management

Delegate tasks related to planning social events

Role of Service Chairperson – Potential Responsibilities

Oversee the planning of all organization philanthropic and service events

Assume the responsibility and liability of membership understanding and risk involved in activity Assist organization in setting goals and determining projects for annual service activities

Be aware of any legal implications of said event

Share information with advisor

Read, understand, and educate membership on risk management

