Every registered 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 his/her 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
- All campus organizations are expected to initially register and update every semester with Leadership Initiatives through the ORGLINK system.
- Registration is always due on the 12th class day.
- An executive board member must attend, or delegate an organization member to attend one of the RSOM (Required Student Organization Meeting) every fall semester before the 12th class day to maintain your registration 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 Recognized Student Organization Meetings
- 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
- Prepares and files any report required
- Handles all official correspondence of the organization
- Collects organization mail from student organization workroom
- 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
Academic Coordinator
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