

**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 community service

**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
- ❖ Ensures that NGB guidelines are followed and rosters are submitted on time
- ❖ 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
- ❖ Coordinates Tournament or Event travel with Sports & Competition Office
- ❖ Coordinates fund raising drive
- ❖ Represents organization at official functions
- ❖ Remains fair and impartial during organization decision making processes

**Risk Management Officer:***Responsibilities:*

- ❖ Completes Emergency Action Plan
- ❖ Ensure that all of the Emergency Contact Information is the Travel Binder
- ❖ Notifies the Department of Campus Recreation of injuries
- ❖ Walks to grounds of the facility with the Sport Club Supervisor to ensure that it is safe to practice or play

## Officer Training

Following the election of new officers the election results sheet should be submitted and a meeting scheduled to introduce the new officers to the Office of Sports and Competition. A transition notebook will be provided to the incoming officers via email at the conclusion of that meeting.

Things to include in a new notebook:

- ❖ Any forms the officers may need to use
- ❖ Copies of previous meeting agendas
- ❖ A copy of the organization's constitution and bylaws