

Student Organization Officer Roles & Responsibilities

Each student organization should outline the roles of each organization office in its constitution. These roles may vary from organization to organization, but below is a list of possible responsibilities.

This list includes only the most standard officer roles, President, Vice President, Treasurer, and Secretary. Many organizations will choose to have a greater number of executive board members or utilize a committee and chair structure for specific tasks. While it does not matter *who* is responsible for each duty, it is important that someone be assigned the task.

Although a student organization's constitution lists some specific positions' responsibilities, each officer should have the freedom to personalize his/her office. Further, 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.

President

- Presides over meetings of the organization
- Calls special meetings of the organization
- Facilitates executive board meetings
- Prepares and files any report required
- Appoints committee chair people
- Maintains contact with organization adviser
- Maintains contact with organization alumni
- Maintains contact with affiliated university department or community partner
- Maintains contact with (inter)national organization
- Represents the organization to the University
- Serves as a spokesperson for the organization
- Serves as a secondary signatory on financial accounts
- Assists all executive officers
- Provides follow-up to organizational tasks
- Organizes executive board retreats
- Coordinates executive board officer transitions
- Represents organization at official functions
- Remains fair and impartial during organization decision making processes
- Provides encouragement and motivation to fellow officers and organization members

Vice President

- Assumes the duties of the President in his or her absence
- Serves as an ex-officio member of standing committees
- Directs Constitutional updating and revisions
- Facilitates election of officers
- Recruits new members
- Serves as Parliamentarian
- Organizes an end-of-year celebration
- Represents organization at official functions
- Remains fair and impartial during organizational decision making processes
- Performs other duties as directed by the President

Secretary

- Obtains appropriate facilities for organization activities
- Keeps a record of all members of the organization
- Keeps a record of all activities of the organization
- Prepares an agenda with the President for all meetings
- Notifies all members of meetings
- Prepares organization's calendar of events
- Keeps the organization informed of both organizational and university business
- Keeps and distributes minutes of each meeting of the organization
- Creates and distributes agendas for each meeting of the organization
- Maintains attendance at all meetings
- Serve as the organization's recognition and appreciation coordinator
- Maintains organizational records, storage, and office
- Prepares and files any report required
- Handles all official correspondence of the organization
- Collects organization mail from the adviser or wherever mail is received
- Represents organization at official functions
- Remains fair and impartial during organization decision making process
- Performs other duties as directed by the President

Treasurer

- Is familiar with accounting procedures and policies
- Serves as the primary signatory on financial accounts
- Serves as chair of the finance committee
- Pays organization bills
- Collects organization dues
- Keeps all financial records of the organization
- Prepares an annual budget
- Prepares all budget requests for funds
- Prepares and submits financial reports to the members
- Maintains a financial history of the organization
- Provides advisor with summary of financial records at the end of the academic year
- Advises members on financial matters (i.e. vendors, ticket selling procedures)
- Prepares purchase orders, requisition forms, or supply requests
- Coordinates fundraising drive
- Coordinates solicitations
- Files reports on all stolen or lost equipment
- Maintains an inventory of all equipment and its condition
- Represents organization at official functions
- Remains fair and impartial during organization decision making processes
- Performs other duties as directed by the President

Other possible officer positions:

- Parliamentarian
- Programming
- Recruitment/Retention Director
- Marketing/Public Relations
- Community Service Director
- Historian

Additional Resources:

- Eastern Tennessee State University. *Roles and responsibilities of student organization officers*. Retrieved August 3, 2009, from http://www.etsu.edu/students/cell/leadership_education_files/pdf/being%20an%20officer.pdf
- St. Norbert College. *Organization officer duties*. Retrieved August 3, 2009, from <http://www.snc.edu/studentorgs/handbook/officers.html>

Adapted from:

Dunkely, N. W. & Schuh, J. H. (1997). *Advising student groups and organizations*. Jossey-Bass, 53-54.
University of Washington Tacoma. *Student organization officer roles*. Retrieved August 3, 2009, from http://www.tacoma.washington.edu/studentaffairs/SI/documents/Officer_roles.pdf