

## **Student Organization Officer Descriptions**

Each organization shall have a president, vice president, secretary, and treasurer. These four individuals work together to make organizations be successful. It is important for each officer to understand their role.

<b>Officer</b>	<b>Role in the Organization</b>
<b>President</b>	<ul style="list-style-type: none"><li>• Leads the organizational meetings</li><li>• Meets with faculty/staff advisor often</li><li>• Appoints jobs to other officers</li><li>• Aware of what is going on around campus in other organizations</li></ul>
<b>Vice President</b>	<ul style="list-style-type: none"><li>• Assists the president</li><li>• If the president cannot perform any duties for some reason, the vice president performs the president's position</li></ul>
<b>Secretary</b>	<ul style="list-style-type: none"><li>• Keeps all records for the organization</li><li>• During meetings take minutes and distributes them after the meeting</li><li>• Files all documents for the organization</li><li>• Summarizes all events or activities the organization takes part in</li></ul>
<b>Treasurer</b>	<ul style="list-style-type: none"><li>• In charge of the organizations funds (60/agency/campus account)</li><li>• Handles money at all events/activities</li><li>• Gives the treasurer's report at each meeting</li><li>• Not required to hold funds</li><li>• Assists faculty/staff advisor in keeping track of funds</li></ul>

### **To Be a Successful Executive, you should:**

- Know the purpose of the organization and the mission of the organization
- Inform the organization members of the purpose and mission
- Involve the organization members in each activity
- Know each member of the organization by name
- Help the members with problem areas
- Allow member to share weekly progress reports
- Accept and support decisions of the committee
- Delegate responsibility according to the interests of the individual organization members
- Write an evaluation of the organization's work at the conclusion of an event/activity
- Remember that he/she is responsible for the organization's programs
- NOT force his/her ideas on the organization
- Set a consistent meeting place and time

*Adapted from ACU-I Program Planner's Handbook*