

## What Exactly are Organization Officers Supposed to be Doing? (continued)

- Transact business through a bank or college Business Office.
- Keep executive board informed of financial strengths and weaknesses of the organization.
- Have the books audited or reconciled regularly.
- Work with fundraising committee to set annual fundraising goals and coordinate fundraising activities.

### Other Leadership Positions for Consideration...

#### SOCIAL CHAIRPERSON

- 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 program.

#### SERVICE CHAIRPERSON

- Oversee the planning of all organizational philanthropic and service events.
- Assume the responsibility and liability of membership understanding the risk involved in activity, if appropriate.
- Assist organization in setting goals and determining projects for annual service activities.
- Read, understand, and educate membership on risk management program.

#### PUBLIC RELATIONS/PROMOTIONS CHAIR

- Work with chairpersons on promoting organizational functions.
- Share “good news” from organization with institutional Public Relations department, for example: service projects, community programs, academic achievements, etc.

#### WEBMASTER

- Create, and/or maintain organizational webpage.
- Assume the responsibility and liability of membership understanding campus policy as relates to the organization’s online presence.



...that groups evolve and thus leadership positions must evolve. Student leaders of the past prob-

ably never considered a leadership position entitled “Webmaster” would be a necessary role in so many groups today. Review, revise, and be creative as you consider how your group will best move forward, and what the leadership needs to look like to make that happen. And remember, leadership is more about PROCESS than POSITION. However, positions help the process along!

- Work with organization to apply and submit Student Activity Fee application annually (when appropriate).

**Tips from the Trenches:** Keep budget information current and receipts available to members upon request. Your duties include assisting organization officers in their activities on a sound business basis and ensuring the consistent accounting of records.

#### SECRETARY...or Scribe, Executive Assistant, Administrator

- Record accurate minutes of all meetings and post for membership and other interested parties.
- Maintain the organization’s permanent records/archives.
- Update all contact information (i.e. addresses, phone numbers, birthdays, etc.).
- Serve as official club correspondent.
- Order organizational supplies.
- Publish organization bulletin.
- Maintain official membership records and group directory.
- Create or maintain organization website (optional and only if organization does not have webmaster).

**Tips from the Trenches:** Read the minutes at the beginning of each meeting. Post or email to membership to assure that membership knows which items were completed at the last meeting, which items must be covered at the next meeting, and other miscellaneous tasks or agenda items.