

# What Exactly are Organization Officers Supposed to be Doing?

Whether you are just starting a new student group on campus, or you have a long history, having some type of leadership structure within your group is vital to effective organizational development and function.

Obviously, different groups call for different leadership positions and responsibilities. You certainly don't need to identify your President's responsibilities by what you have experienced in the past, nor do you need to even call a position "President." Your group should spend time determining what your leadership needs are and the best structure for the overall success of your organization.

To provide a starting point, consider some of the typical roles and responsibilities of organizations and how you can apply, re-shape, or flip them inside out to create the best positions and responsibilities to meet your group's needs.

## Traditional Duties of an Organization Executive Board

### PRESIDENT... or Chairperson, Director, Team Leader

- Plan, delegate, evaluate, set goals, and create ideas, tone, and direction.
- Facilitate process of completing and submitting organization paperwork and registration materials annually.
- Serve as officer, or delegate, who is primarily responsible for overall communication within the organization and institution.
- Set and be aware of deadlines.
- Communicate ideas and information.
- Appoint committees and task forces.
- Meet regularly with organization advisor and keep him/her apprised of activities.
- Motivate and recognize the achievement of officers and members.
- Attend all institutional meetings, or send appropriate representative.
- Understand, educate membership and ensure that organization adheres to campus and organizational regulations.

- Facilitate all meetings of the organization and serve as official representative.
- Plan and coordinate training and transition for next year's leadership.
- When necessary, be prepared to mediate conflict within organization.
- Facilitate the completion of the organizational annual report.

**Tips from the Trenches:** Draw up an agenda for each meeting, inform members prior to the meeting, and follow the written agenda. Meet with the executive board and advisor regularly to keep everyone apprised of organization business.

### VICE PRESIDENT... or Assistant Chair, Assistant Director, Assistant to the President

- Be an ex-officio member of all committees.
- Serve as primary manager and communications representative of committees and committee chairs.
- Perform the duties of the President in his/her absence.
- Serve in partnership with the President, as a leadership team.
- Serve as a "catch all" position, with great potential to facilitate annual goals for the organization.
- In some cases may serve as parliamentarian.

**Tips from the Trenches:** To create a functional leadership team, open and frequent communication with the President is necessary. Some organizations have VPs serve in a leadership "co-chair" role.

### TREASURER...or Budget Manager, Financial Advisor, Banker

- Primary manager of organization budget including: membership fees, programming budgets, debt management, and allocations.
- Meet regularly with the organization advisor to review budget and plan for future expenses or credit.
- Prepare and adhere to an approved budget.
- Maintain accurate records.