



---

*Lamar State College Port Arthur Virtual Series #2*

**Officer Roles,  
Responsibilities, Transitions,  
Serving Leadership, and Advocacy**

*Dave Kelly | America's Student Leadership Trainer<sup>sm</sup>*

---

**Officer Responsibilities**

**President**

- A. Runs the \_\_\_\_\_ in an orderly fashion.
- B. Follow up with \_\_\_\_\_ and committee  
\_\_\_\_\_ on their responsibilities
- C. Ensures that all activities are \_\_\_\_\_ with school policies,  
philosophies, and procedures
- D. Set a \_\_\_\_\_ tone for the organization
- E. Be the \_\_\_\_\_ and \_\_\_\_\_ for the  
group

**Vice-President**

- A. Run meetings in the \_\_\_\_\_ of the president
- B. Serve as an ex-officio member of all standing \_\_\_\_\_
- C. Oversee membership \_\_\_\_\_ and  
\_\_\_\_\_
- D. Help the \_\_\_\_\_ shape the vision for the organization

**Secretary**

- A. Record \_\_\_\_\_ and \_\_\_\_\_ at meetings
- B. Distribute copies of weekly meeting \_\_\_\_\_ to all members &  
Advisor after the meeting concludes [*Minutes Template available at*  
<https://bit.ly/2XQZO68>]
- C. Report on the organization's \_\_\_\_\_ to campus,  
\_\_\_\_\_, and national leaders

- D. Keep the membership \_\_\_\_\_, including \_\_\_\_\_ information up-to-date

**Treasurer**

- A. Receive all \_\_\_\_\_, collect dues and issue receipts, as applicable
- B. Promptly pay all \_\_\_\_\_ obligations, as applicable
- C. Maintain up-to-date \_\_\_\_\_ records of the organization, give a financial report at each regular meeting, and provide an \_\_\_\_\_ report at the close of their term
- D. Oversee \_\_\_\_\_ efforts

**Advisor**

- A. Attend meetings and events but \_\_\_\_\_ run them
- B. Give ideas and \_\_\_\_\_ about programs, projects, and the direction of the organization
- C. Allow the students to \_\_\_\_\_
- D. Manage the \_\_\_\_\_ Board
  1. Ensures that all activities are \_\_\_\_\_ with school policies, philosophies, and procedures
  2. Be a \_\_\_\_\_!
  3. Encourage all \_\_\_\_\_ to be involved and engaged.

**Committee Chairs**

- A. \_\_\_\_\_ members for the committee
- B. \_\_\_\_\_ committee meetings
- C. \_\_\_\_\_ on committee activities

**Committee Chairs | Sample Positions**

- Alumni Relations
- Community Outreach
- Community Service
- Concerts
- Events
- Finance and Budget
- Homecoming
- Recruitment & Retention
- Operations
- Public Relations
- Welcome Week

**Officer Responsibilities**

Review the \_\_\_\_\_ documents of your organization (Constitution, By-laws, Standing Rules, etc.) to provide further insight on officer, advisor, committee chair, and member responsibilities.

**Effective Officer Transitions**

1. Writing effective \_\_\_\_\_ is of value to every organization. They should include:
  - a. Time the meeting began and ended.
  - b. Summary of events during the meeting.
  - c. Exact detail of actions taken, including motions.
  - d. Who was in attendance at the meeting.
  - e. Future plans, programs, and activities.
2. Create a \_\_\_\_\_, using tabbed dividers.
  - a. \_\_\_\_\_.
  - b. Sample \_\_\_\_\_.
  - c. Sample \_\_\_\_\_.
  - d. \_\_\_\_\_ of the year's activities.
  - e. Who to \_\_\_\_\_.
3. Meet with your \_\_\_\_\_. Give them the ins and outs, the good and the bad, goals accomplished and what is still left to do. And get their \_\_\_\_\_ info! [Email, phone, social media, etc.]
4. Give a copy of all materials to the \_\_\_\_\_. When I was Circle K District Administrator, we found that 20-25% of the new officers elected in the

spring either didn't \_\_\_\_\_ in the fall or just fell of the \_\_\_\_\_ . Those resources and materials may be lost in those cases.

5. Be focused and \_\_\_\_\_ with your transition and you will ensure the continued \_\_\_\_\_ of your club or organization. ***This is your legacy!***

### **Planning Your Own Transition Leadership Retreat**

- A. Determine if you are going to do it \_\_\_\_\_ or \_\_\_\_\_ .  
If in-person, where are you going to hold it?
- B. Review the roles and responsibilities of each \_\_\_\_\_ .
- C. Do a \_\_\_\_\_ session for the organization, the executive board, and each position.
- D. Have \_\_\_\_\_ to allow people to interact and get to know each other. Gently nudge them from their comfort zone.
- E. Pass on \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ , \_\_\_\_\_ , etc.
- F. Have strong \_\_\_\_\_ but make the learning \_\_\_\_\_ !

### **Serving Leadership: Dignity of the Individual/Sacrifice and Integrity**

- A. Be a \_\_\_\_\_
- B. Work \_\_\_\_\_ with others
- C. Put \_\_\_\_\_ above \_\_\_\_\_
- D. Distinction: \_\_\_\_\_ vs. \_\_\_\_\_
- E. Be a \_\_\_\_\_ of other people and communities
- F. Can be \_\_\_\_\_ to lead with \_\_\_\_\_ .  
Even in the midst of chaos.

### **Influencing Decision Makers**

- A. **Advocacy** is a \_\_\_\_\_ by an individual or group which aims to influence public-policy and resource allocation decisions within \_\_\_\_\_ , \_\_\_\_\_ , and social systems and institutions. Advocacy may be motivated from moral,

ethical or faith principles or simply a desire to protect an asset of interest.

*(Source: Wikipedia.com)*

- B. **Activism** consists of efforts to \_\_\_\_\_, \_\_\_\_\_, or \_\_\_\_\_ social, political, economic, or environmental change. Activism can take a wide range of forms.

*(Source: Wikipedia.com)*

**Forms and Methods**

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

<b>Advocacy/Movement</b>	<b>My Grade</b>
<b>Your Pick:</b>	

**C. Visionary Leadership**

1. A visionary leader sees \_\_\_\_\_ for change, how the world could be, and courses of \_\_\_\_\_ to make change.
2. Seek to change culture from \_\_\_\_\_ to \_\_\_\_\_.
3. Have \_\_\_\_\_ on the result you want.
4. Engage in \_\_\_\_\_ thinking.