



---

*Albany State University Student Organization  
Leadership Series | Fall 2021*

**Module 1 | Officer Roles,  
Responsibilities, and Transitions**

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

---

**Officer Responsibilities | What is your job?**

- |   |                                    |  |
|---|------------------------------------|--|
| <input type="checkbox"/> President      | <input type="checkbox"/> Secretary | <input type="checkbox"/> Advisor         |
| <input type="checkbox"/> Vice President | <input type="checkbox"/> Treasurer | <input type="checkbox"/> Committee Chair |

**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 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.

**Running Meetings | Basic Agenda**

- I. **Call to** \_\_\_\_\_ – Start of the meeting
- II. \_\_\_\_\_ – The number that must be present to hold a meeting
- III. **Reading of the** \_\_\_\_\_ – Record of the previous meeting
- IV. \_\_\_\_\_ **Reports** – Officers report on their activities, concerns, needs, etc.
- V. \_\_\_\_\_ **Reports** – Committees report on their activities, concerns, needs, etc.
- VI. \_\_\_\_\_ **Business** – Items left over from previous meetings
- VII. \_\_\_\_\_ **Business** – New items for consideration
- VIII. \_\_\_\_\_ – Information for the benefit of the organization
- IX. \_\_\_\_\_ – End of the meeting

**Parliamentary Procedure | Basics**

*Robert's Rules of Order, Newly Revised* is typically defined as the resource for anything not covered in the governing documents.

Members can:

1. Present motions: “\_\_\_\_\_.”
2. Second motions: “\_\_\_\_\_.”
3. Debate motions: “\_\_\_\_\_”
4. Vote on motions: “\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_” (or “Yes/No/Meh”)

**Motions are how things get done!**

**Parliamentary Procedure | Proposals**

To get a \_\_\_\_\_ on the floor:

1. The chair recognizes the speaker.
2. The speaker says, “I move.”
3. The chair calls for a second.
4. Someone says, “I second.”
5. The chair calls for discussion.
6. The motion is discussed.
7. The chair calls for a vote.

**Parliamentary Procedure | Tips**

1. A motion should be made before \_\_\_\_\_ of a topic.
2. Only \_\_\_\_\_ motion can be considered at a time.
3. The person making the motion gets to \_\_\_\_\_ about it first, then the person who made the \_\_\_\_\_.
4. Motions can be \_\_\_\_\_ if members want to make changes to it. Amendments are done the same way as motions. Once a motion is amended, you can only talk about that part of the motion.
5. Amendments to the motion must be \_\_\_\_\_ on before going back to the main motion. If the amendment is \_\_\_\_\_, then it

becomes part of the main motion. If \_\_\_\_\_, then you go back to the original, main motion.

6. After all of the discussion, take a vote: usually a \_\_\_\_\_ vote passes the motion.
7. There are three common ways to move to a \_\_\_\_\_:
  - a. By \_\_\_\_\_ consent
  - b. By seeing no \_\_\_\_\_ discussion, the Chair calls for a vote
  - c. By \_\_\_\_\_ debate
    - i. “\_\_\_\_\_ the question”: requires there to be no objection to ending debate. If there is a single objection, debate must continue.
    - ii. “\_\_\_\_\_ the previous question”: requires a second, there is no debate on the motion, and takes a 2/3 majority to approve.

### Effective Officer Transitions

1. Create a \_\_\_\_\_, using tabbed dividers.
  - a. \_\_\_\_\_.
  - b. Sample \_\_\_\_\_.
  - c. Sample \_\_\_\_\_.
  - d. \_\_\_\_\_ of the year’s activities.
  - e. Who to \_\_\_\_\_.
2. 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.]
3. 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.
4. Be focused and \_\_\_\_\_ with your transition and you will ensure the continued \_\_\_\_\_ of your club or organization. ***This is your legacy!***

**Planning Your Own 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 \_\_\_\_\_!