



**Prince George's Community College
Student Leadership Training Series**

**Module 6
Roles and Budgeting**

Dave Kelly | America's Student Leadership Trainersm

What does it mean to be a club at PGCC?

Why is your club important to the students of PGCC?

Officer Roles and Responsibilities

- | | | |
|---|------------------------------------|--|
| <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

1. Runs the _____ in an orderly fashion.
2. Follow up with _____ and committee _____ on their responsibilities
3. Ensures that all activities are _____ with school policies, philosophies, and procedures
4. Set a _____ tone for the organization
5. Be the _____ and _____ for the group

Vice-President

1. Run meetings in the _____ of the president
2. Serve as an ex-officio member of all standing _____

3. Oversee membership _____ and _____
4. Help the _____ shape the vision for the organization

Secretary

1. Record _____ and _____ at meetings
2. Distribute copies of weekly meeting _____ to all members & Advisor after the meeting concludes [*Minutes Template available at <https://bit.ly/2XQZO68>*]
3. Report on the organization's _____ to campus, _____, and national leaders
4. Keep the membership _____, including _____ information up-to-date

Treasurer

1. Receive all _____, collect dues and issue receipts, as applicable
2. Promptly pay all _____ obligations, as applicable
3. 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
4. Oversee _____ efforts

Committee Chairs

1. _____ members for the committee
2. _____ committee meetings, including creating an agenda
3. _____ on committee activities

Advisor

1. Attend meetings and events but _____ run them
2. Give ideas and _____ about programs, projects, and the direction of the organization
3. Allow the students to _____

- 4. Manage the _____ Board
- 5. Ensures that all activities are _____ with school policies, philosophies, and procedures
- 6. Be a _____!
- 7. Encourage all _____ to be involved and engaged.

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

Budgeting

- 1. Budgeting helps ensure your club can _____ for its activities, events, and initiatives throughout the year without running into financial _____.
- 2. With a clear budget, all members can see where money is going and how it's being spent. This _____ and prevents misunderstandings
- 3. A budget helps you plan for the year, set achievable goals, and allocate _____ effectively.
- 4. Proper budgeting makes it easier to track _____, _____ actual results to plans, and _____ to your school, members, officers, and/or advisor(s)

Revenue vs. Expenses

- | | |
|---------------------|-------------|
| 1. Revenue | 2. Expenses |
| a. Membership _____ | a. _____ |
| b. _____ Funding | b. _____ |
| c. _____ | c. _____ |
| d. _____ | d. _____ |
| e. Other? | e. _____ |

Funding from Prince George's Community College

(Student Handbook, pg. 62)

All student organizations receiving funding from student activities revenues are required to execute or participate in at least **two community service projects**. The Student Engagement and Leadership Office can assist student organizations with selecting community service projects. The projects must be completed during the **fall and spring semester**. For further details and guidelines, please visit Student Engagement and Leadership in the Charlene M. Dukes Student Center, Room 149, or call 301-546-0853.

All officially registered student organizations in compliance with the Student Code of Conduct are eligible to submit a program budget to the **Student Affairs Finance Board (SAFB)**. Funding for these programs is supported through the **activities fee paid by all PGCC students** registered for credit classes. Forms and information regarding budget allocations are available in the Student Engagement and Leadership Office and the Student Clubs and Organizations portal page.

1. Email your completed SAFB request form to the Student Engagement and Leadership Office and/or designee.
2. The SAFB will deliberate and forward its recommendation to the Vice President for Student Affairs for approval.
3. Student organizations will be notified, via email, of the SAFB's decision within two weeks.

Next Steps

1. Make sure that your budget _____ between revenues and expenses.
2. Put in a _____ that is easy to read and/or as required by school policy.
3. _____ it through your executive board
4. If required, either by school policy or your constitution, submit it to your _____ for their approval
5. Keep detailed _____ of every transaction, whether income or expense
6. _____ it on a regular basis to make sure you are on track and _____ your financial status to the club members regularly at meetings