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Handout for this program

<https://bit.ly/45MjpdH>



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The slide features a light gray background with a decorative blue and black geometric shape on the left. The text "Handout for this program" is centered at the top. Below it is a blue hyperlink "https://bit.ly/45MjpdH". A large QR code is centered below the link, enclosed in a white square. The text "@DaveGonzokelly" is located in the bottom right corner.

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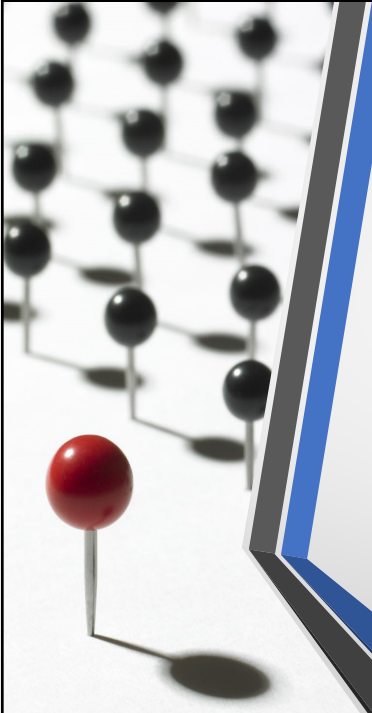
Officer Responsibilities

What positions do most clubs and organizations have?

- President
- Vice President
- Secretary
- Treasurer
- Advisor
- Committee Chair

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President

- A. Runs the **meetings** in an orderly fashion
- B. Follow up with **officers** and committee **chairs** on their responsibilities
- C. Ensures that all activities are **consistent** with school policies, philosophies, and procedures

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President

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

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Vice President

- A. Run meetings in the absence of the president
- B. Serve as an ex-officio member of all standing committees

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Vice President

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

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Secretary

- A. Record minutes and attendance at meetings
- B. Distribute copies of weekly meeting minutes to all members & Advisor after the meeting concludes

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Secretary

- A. Record **minutes** and **attendance** at meetings
- B. Distribute copies of weekly meeting **minutes** to all members & Advisor after the meeting concludes
- C. Report on the organization's **activities** to campus, **state**, and national leaders
- D. Keep the membership **roster**, including **contact** information, up-to-date

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Treasurer

- A. Receive all **payments**, collect dues and issue receipts, as applicable
- B. Promptly pay all **financial** obligations, as applicable

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Treasurer

- Receive all **payments**, collect dues and issue receipts, as applicable
- Promptly pay all **financial** obligations, as applicable
- Maintain up-to-date **financial** records of the organization, give a financial report at each regular meeting, and provide an **annual** report at the close of their term
- Oversee **fundraising** efforts

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Advisor

- Attend meetings and events but **don't** run them
- Give ideas and **suggestions** about programs, projects, and the direction of the organization
- Allow the students to **make mistakes**

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Advisor

- A. Attend meetings and events but **don't** run them
- B. Give ideas and **suggestions** about programs, projects, and the direction of the organization
- C. Allow the students to **make mistakes**
- D. Manage the **Executive** Board
 1. Ensures that all activities are **consistent** with school policies, philosophies and procedures
 2. Be a **cheerleader!**
 3. Encourage all **members** to be involved and engaged.

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Committee Chairs

- A. **Recruit** members for the committee
- B. **Run** committee meetings
- C. **Report** on committee activities

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Committee Chairs | Sample Positions

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

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Officer Responsibilities

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

For more ideas:

Student Government: <https://bit.ly/2M6u8fd>

Greek Life: <https://bit.ly/36fgAF8>

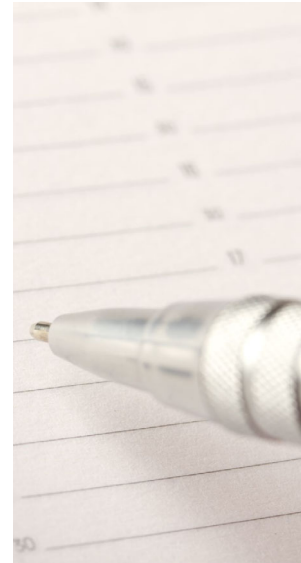
Programming Board: <https://bit.ly/2KQE4cf>

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Running Meetings | Basic Agenda

- A. **Call to Order** – Start of the meeting
- B. **Quorum** – The number that must be present to hold a meeting, for LCCC SGA quorum is a majority of the Student Senate



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Running Meetings | Basic Agenda

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- C. **Reading of the Minutes** – Record of the previous meeting
- D. **Officer Reports** – Officers report on their activities, concerns, needs, etc.
- E. **Committee Reports** – Committees report on their activities, concerns, needs, etc.



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- F. **Old Business** – Items left over from previous meetings
- G. **New Business** – New items for consideration



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- F. **Old Business** – Items left over from previous meetings
- G. **New Business** – New items for consideration
- H. **Announcements** – Information for the benefit of the organization
- I. **Adjournment** – End of the meeting

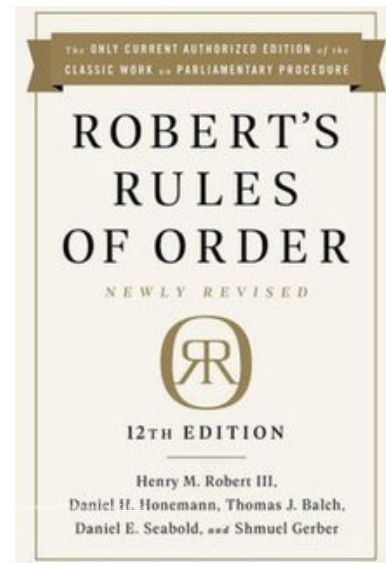


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Meetings

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



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Engaging Members in the Projects and Activities of the Club/Organization

Officers need to know how to **motivate** their members.



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Engaging Members in the Projects and Activities of the Club/Organization

Officers need to know how to **motivate** their members.

- A. Identify the **goal** and what you are trying to accomplish.



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Engaging Members in the Projects and Activities of the Club/Organization

Officers need to know how to **motivate** their members.

- A. Identify the **goal** and what you are trying to accomplish.
- B. Determine **who** you want to motivate.



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Engaging Members in the Projects and Activities of the Club/Organization

Officers need to know how to **motivate** their members.

- A. Identify the **goal** and what you are trying to accomplish.
- B. Determine **who** you want to motivate.
- C. Find that person's **hot buttons**.



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Engaging Members in the Projects and Activities of the Club/Organization

Officers need to know how to **motivate** their members.

- A. Identify the **goal** and what you are trying to accomplish.
- B. Determine **who** you want to motivate.
- C. Find that person's **hot buttons**.
- D. **Ask** that person for what you want:



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Engaging Members in the Projects and Activities of the Club/Organization

Officers need to know how to **motivate** their members.

- A. Identify the **goal** and what you are trying to accomplish.
- B. Determine **who** you want to motivate.
- C. Find that person's **hot buttons**.
- D. **Ask** that person for what you want: Never fear **NO!**



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Effective Officer Transitions

- A. Writing effective **minutes** is of value to every organization. [QR code with template on next slide, open your camera to access]

They should include:

1. Time the meeting began and ended.
2. Summary of events during the meeting.
3. Exact detail of actions taken, including motions.
4. Who was in attendance at the meeting.
5. Future plans, programs, and activities.

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Effective Officer Transitions Template for Meeting Minutes



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Effective Officer Transitions

B. Create a **notebook binder**, using tabbed dividers.

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Effective Officer Transitions


B. Create a notebook binder, using tabbed dividers.

1. By-laws.
2. Sample meeting agendas.
3. Sample budget.
4. Calendar of the year's activities.
5. Who to contact.

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Effective Officer Transitions

C. Meet with your successors. Give them the ins and outs, the good and the bad, goals accomplished and what is still left to do. And get their contact info! [Email, phone, social media, etc.]

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Effective Officer Transitions

- C. Meet with your **successors**. Give them the ins and outs, the good and the bad, goals accomplished and what is still left to do. And get their **contact** info! [Email, phone, social media, etc.]
- D. Give a copy of all materials used in transition to the **advisor**. When I was Circle K District Administrator, we found that 20-25% of the new officers elected in the spring either didn't **return** in the fall or just fell off the **grid**. Those materials and resources may be lost in those cases.

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Effective Officer Transitions

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- E. Be focused and **intentional** with your transition and you will ensure the continued **health** of your club or organization!

This is your **legacy**!

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Student Leadership Packages

1. Student Government Quick Start
2. Campus Organization Leadership Training (*C.O.L.T.*)
3. Student Leadership Academy: Programs for Everyone
4. Leadership Success for Student Government Senators, Representatives, Chairs, and Members



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Planning Your Own Transition Leadership Retreat

- A. Determine if you are going to do it **in-person** or **virtual**.
If in-person, where are you going to hold it?



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Planning Your Own Transition Leadership Retreat

- A. Determine if you are going to do it **in-person** or **virtual**.
If in-person, where are you going to hold it?
- B. Review the roles and responsibilities of each **position**.

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Planning Your Own Transition Leadership Retreat

- A. Determine if you are going to do it **in-person** or **virtual**.
If in-person, where are you going to hold it?
- B. Review the roles and responsibilities of each **position**.
- C. Do a **goal setting** session for the organization, the executive board, and each position.

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- D. Have **team builders** to allow people to interact and get to know each other. Gently nudge them from their comfort zone.

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- E. Pass on **folders, binders, flash drives, documents**, etc.

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Planning Your Own Transition Leadership Retreat

- Determine if you are going to do it **in-person** or **virtual**. If in-person, where are you going to hold it?
- Review the roles and responsibilities of each **position**.
- Do a **goal setting** session for the organization, the executive board, and each position.
- Have **team builders** to allow people to interact and get to know each other. Gently nudge them from their comfort zone.
- Pass on **folders, binders, flash drives, documents**, etc.
- Have strong **content** but make the learning **fun!**

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Thank you!

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 Office Roles, Responsibilities and Transitions for Student Government, Clubs & Organizations, LLC

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