

Officer Roles, Responsibilities, and Transitions for Student Government, Clubs, and Organizations

Wednesday, May 2020
2:00 – 3:00 pm (Eastern Time)

For all officers, advisors, and members

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Officer Responsibilities

What is your job?

- 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 & 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**
- 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
- 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
- C. 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
- D. Oversee **fundraising** efforts

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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. Show them how to **program** effectively
 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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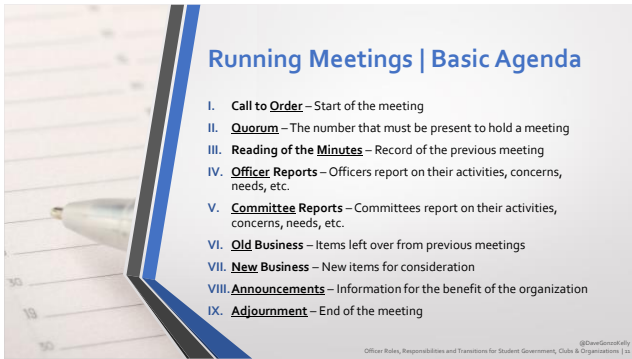


Officer Responsibilities

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.

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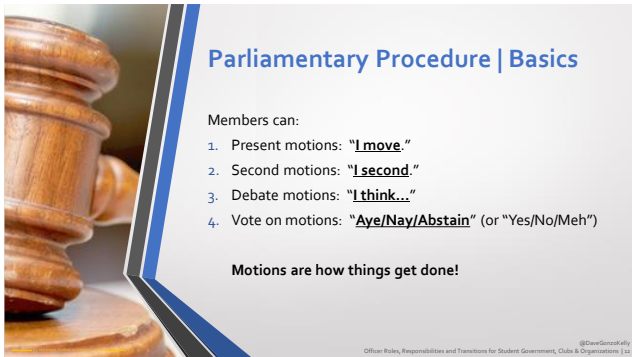


Running Meetings | Basic Agenda

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

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Parliamentary Procedure | Basics


Members can:

1. Present motions: "**I move.**"
2. Second motions: "**I second.**"
3. Debate motions: "**I think...**"
4. Vote on motions: "**Aye/Nay/Abstain**" (or "Yes/No/Meh")

Motions are how things get done!

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Parliamentary Procedure | Proposals

To get a **proposal** 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.

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Parliamentary Procedure | Tips

1. A motion should be made before **discussion** of a topic.
2. Only **one** motion can be considered at a time.
3. The person making the motion gets to **talk** about it first, then the person who made the **second**.
4. Motions can be **amended** 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.

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Parliamentary Procedure | Tips

5. Amendments to the motion must be **voted** on before going back to the main motion. If the amendment is **passed**, then it becomes part of the main motion. If **defeated**, then you go back to the original, main motion.
6. After all of the discussion, take a vote: usually a **majority** vote passes the motion.

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Virtual Meetings & Events

- A. Check all the **technology** before you start:
 1. Run an **audio** check – is there an echo?
 2. If using a **clicker**, test it. You may have to click the cursor on the first slide for the platform to advance the power point.
 3. Use an **ethernet** cable for better internet connection.
- B. Provide an emergency contact **number** for people to call if they cannot access the meeting.
- C. **Record** the session so members who could not attend live can watch it later.
- D. Use the **waiting room** feature to make sure only people you want in the meeting or event have access.
- E. Enable **security** controls like limiting chat between participants, the ability to rename themselves, annotation on slides, and whether they can unmute on their own.

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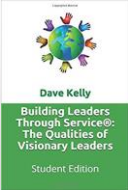
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Governing Documents Review


- A. Constitution
- B. Bylaws
- C. Policy Codes, etc.

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Effective Officer Transitions

1. Writing effective **minutes** 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. **Budgets**

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Effective Officer Transitions

3. Create a **notebook binder**, using tabbed dividers.
 - a. **By-laws**.
 - b. Sample **meeting agendas**.
 - c. Sample **budget**.
 - d. **Calendar** of the year's activities.
 - e. Who to **contact**.

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Effective Officer Transitions

4. Meet with your **predecessors**. Get from 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

5. What if you are caught in-between due to the coronavirus?
 - a. Review your governing documents for **succession** plans and emergency procedures
 - b. **Adapt!** If it is not possible to elect officers, select a steering committee to run operations until elections can take place
 - c. Use all available **technology**: Zoom, Skype, FaceBook Live, Google Meet and Hangouts, etc.
 - d. Ask **alumni** for guidance and help
 - e. Put **egos** off to the side – this is the time to be a serving leader!

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Planning Your Own 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.
- D. Have **team builders** to allow people to interact and get to know each other. Gently nudge them from their comfort zone.
- E. Have strong **content** but make the learning **fun!**

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Facebook Groups

- Student Government Leaders and Advisors
- Student Organization Leaders and Officers
- Student Organization Advisors (College and University)
- Collegiate Leadership Professionals
- American Student Government Association
- APCA Online Engagement Group
- The Virtual Event Ideas Community
- National Association for Campus Activities

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Q&A

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Thank you!

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