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# Officer Roles, Responsibilities, & Transitions for Student Government, Clubs, & Organizations

Mount Wachusett Community College

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## 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 & 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. Show them how to \_\_\_\_\_ effectively
  - 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**

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.

**Virtual Meetings & Events**

- A. Check all the \_\_\_\_\_ before you start:
1. Run an \_\_\_\_\_ check – is there an echo?

2. If using a \_\_\_\_\_, test it. You may have to click the cursor on the first slide for the platform to advance the power point.
3. Use an \_\_\_\_\_ cable for better internet connection.
- B. Provide an emergency contact \_\_\_\_\_ for people to call if they cannot access the meeting.
- C. \_\_\_\_\_ the session so members who could not attend live can watch it later.
- D. Use the \_\_\_\_\_ feature to make sure only people you want in the meeting or event have access.
- E. Enable \_\_\_\_\_ controls like limiting chat between participants, the ability to rename themselves, annotation on slides, and whether they can unmute on their own.

### **Effective Officer Transitions**

1. Writing effective \_\_\_\_\_ is of value to every organization. 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.
2. Create a \_\_\_\_\_, using tabbed dividers.
  1. \_\_\_\_\_.
  2. Sample \_\_\_\_\_.
  3. Sample \_\_\_\_\_.
  4. \_\_\_\_\_ of the year's activities.
  5. Who to \_\_\_\_\_.
3. Meet with your \_\_\_\_\_. Get from 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.] And then, at the end of your term, meet with your \_\_\_\_\_.

4. Give a copy of all materials used in transition 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 off the \_\_\_\_\_. Those materials and resources 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 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. Have strong \_\_\_\_\_ but make the learning \_\_\_\_\_!

### **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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