



Officer Roles, Responsibilities, and Transitions

Dave Kelly | America's Student Leadership Trainerssm

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 weekly meeting _____ to all members & Advisor after the meeting concludes [*Minutes Template available at <https://bit.ly/2XQZ068>*]
- 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.

For more ideas: Student Government <https://bit.ly/2M6u8fd>, Greek Life: <https://bit.ly/36fgAF8>, Programming Board: <https://bit.ly/2KQE4cf>

Student Senate Roles:

- A. The _____ of the SGA are vested in the Student Senate. The Student Senate will represent the SGA in all matters pertaining to students of LCCC and its University Partnership programs.
- B. To act as a _____ between the staff, faculty, and administration and the SGA members. *What does this look like, how does it happen?*
- C. Position Specific roles are outlined in the LCCC SGA _____.

Student Senate Responsibilities

- A. To recommend the _____ of student clubs within LCCC according to the conditions set forth in the Student Senate Bylaws. *How*

does (or could) the Senate encourage the creation of new clubs and revitalization of old ones?

- B. To conduct regular _____ in order to accomplish the purpose as identified in Article II, Section 1 of the Constitution.
- C. To _____ and _____ Student Senate committees in order to accomplish goals and objectives.
- D. To make recommendations regarding _____ for active student clubs through the processes outlined by the Office of Student Life and the Student Senate Financial Secretary.
- E. Each new Student Senate, as a whole, shall adopt _____ for the coming year. *Do you have a list of goals for the year? For the spring semester?*
- F. Attend and participate in Student Senate _____ functions, meetings, and events. *What do the Senate members do to support such events?*
- G. Maintain _____ academic standing and maintain the appropriate number of credit hours. *(YOU are a STUDENT, first!)*
- H. All Student Senators are expected to _____ with the Student and Campus Code of Conduct both on campus and while participating in official functions off campus
- I. _____ actions that would be considered conduct warranting disciplinary action or removal from office including but not limited to;
 - 1. _____ of duties – *blowing off assignments and/or responsibilities*
 - 2. _____, defamation, or theft – *you are expected to act with integrity*
 - 3. _____ false or malicious statements concerning other members of the college community – *social media counts!*
 - 4. Abusive language, actions, or _____.
 - 5. Refusal to comply with _____ requests from the college administration
 - 6. _____ with the Student Code of Conduct

- J. To host regular _____ events in order to raise money for the Student Senate and Student Life Scholarship.
- K. All Student Senators _____ participate in the Student Leadership Intern Program consisting of the following:
 - A. Attend all Student Senate General Meetings, unless _____ by the Manager of Student Life.
 - B. _____ in Student Life Leadership retreat(s) and/or workshops at the discretion of the Manager of Student Life. Participate in at least two (2) campus projects.
 - C. Meet all other _____ as listed in Article V, Section a: 1. a,b,c,d,e,f of the Constitution.

General Responsibilities:

- A. Fosters a sense of _____ and _____ with the Lorain County Community College Student Government Association and provides representation as deemed advisable. *How do you each do this?*
- B. Maintains a minimum of _____ office hours per week, not to be completed in one (1) business day, during the Student Senator’s term in office. Attend all Student Senate related functions and meetings, unless prior notice is given in writing to the Manager of Student Life and approval is granted. Maximum number of hours per week is _____, which must be approved by the Manager of Student Life.
- C. Assist in planning and implementing all Student Senate events on the Elyria campus as well as at each _____. *What types of events do you do for the Learning Centers?*
- D. Promotes integration, coordination, communication, and cooperation between all student clubs, organizations, committees, councils, and societies on campus in an _____ manner. *When could bias become an issue?*

- E. Maintains complete _____ of all student clubs, organizations, committees, councils, societies, and individuals pertaining to sensitive and/or confidential information.
- F. Acts as a _____ between student clubs, organization, and societies as needed. *How often does this happen? What form would it take?*
- G. Assists in the _____ of nominees for Club of the Year and Advisor of the Year for The Annual Student Honors and Awards Convocation.
- H. Maintains _____ with the Student Government Association, administration, faculty, staff, and community

Position Roles and Responsibilities

President – Zarai Aquino

The main duty of the President is to oversee _____ functions in accordance with the Student Government Association Constitution and governing By-Laws.

The President of the Student Senate is responsible for _____ the provisions of the Student Government Association Constitution and assists the Manager of Student Life in leading the Student Senate in expressing the _____ of the student body. The President oversees the general operation of the Student Senate and assures goal completion and senators' effectiveness. The President is under the general _____ of the Manager of Student Life.

President – Specific Responsibilities

- A. Oversees and _____, as deemed necessary and appropriate, such duties to carry out the functions and day-to-day business of the Student Senate.

Keys to Delegation

- A. Delegation is the process of getting things done through _____.
- B. This requires leaders to have skills in motivating people. These skills include:
 - 1. The ability to _____.

2. A need to _____. Means to step back and let people do the _____.
 3. The provision of continuous _____.
 4. Effective _____ techniques and tactics.
 5. A clear and defined _____.
- B. Represents the Student Government Association at _____ where the President is specifically requested. If the President is unable to be the official student representation, the President appoints another Student Senator to do so.
- C. Appoints Student Senators to serve on Lorain County Community College _____ and _____ at the beginning of each fall term with guidance from the Manager of Student Life. *This is where students participate in the governance of the college!*
- D. Calls to order, _____, and maintains order over scheduled and emergency Student Senate meetings as the chairperson.
- E. Calls _____ meetings, which require a majority of the present total membership of the Student Senate with no less than twenty-four (24) hours advanced notice
- F. Gives a speech at Spring _____ for Lorain County Community College.
- G. Serves as the _____ for the Student Government Association with assistance from the Student Senate Vice President.
- H. Maintains a professional relationship with the Student Government Associations from _____ local Community Colleges, with the assistance from the Student Senate Vice President.
- I. Attends bi-weekly Operations _____ meetings.
- J. Has oversight and input of the meeting _____ of the Student Senate and order of business prior to every Student Senate meeting.
- K. Acts as the main _____ between the Manger of Student Life and Student Senate with assistance from the Vice President.
- L. All other duties as _____ by the Manager of Student Life.

Vice President - Vacant

The main duty of the Vice President is to _____ the duties of the President in their absence and to assist in the efforts of the Student Senate towards its goals.

The Vice President of the Student Senate is responsible for the _____ and _____ of the Student Senate in conjunction with the Student Senate President. The Vice President of the Student Senate is responsible for _____ the duties of the Student Senate President in their absence. The Vice President is under the general supervision of the Manager of Student Life.

Vice President – Specific Responsibilities

- A. _____ Presidency in case of the Student Senate President's position becomes vacant until the next regularly scheduled election of the Student Senate.
- B. Oversees the process of _____ the Student Senate Vice President's position, if a vacancy occurs.
- C. _____ the Student Senate President in overseeing the work and representation of the Student Senate.
- D. Oversees the _____ of Student Senate office hours and submits to the Manager of Student Life, a bi-weekly and semester performance report.
- E. Assists the Student Senate President in _____ professional relationships with Student Government Associations from other local Community Colleges.
- F. _____ the attendance, tardiness, and breaks of all Student Senators and reports concerns to the Student Senate President and Manager of Student Life.
- G. Provides _____ to the President where correspondence with Manager of Student Life is necessary.

H. All other duties as _____ by the President and/or the Manager of Student Life.

The Executive Secretary – *Danyelle Pavilack*

The main duty of the Executive Secretary is to serve as _____ of the Student Senate.

The Executive Secretary of the Student Senate is responsible for all official _____ related to the Student Senate including meeting agendas and _____. The Executive Secretary is also responsible for regular _____ between other offices, organizations, and clubs. The Executive Secretary is under the general supervision of the Manager of Student Life.

- A. Manages the _____ of minutes, filing of _____ and _____ of letters.
- B. _____ memos, proclamations, petitions, proposals, and other Student Senate related documents.
- C. _____ and _____ Student Senate agendas, records, minutes, and other related documents upon request.
- D. Distributes _____ of the General Meeting agenda's, minutes and other public documents upon request.
- E. Maintains general and complete Student Senate _____, accessible to all members of the Student Senate.
- F. _____ an agenda for each General and Event Planning meeting of the Student Senate with input from the appropriate Student Senate members.
- G. Maintains _____ of all equipment, supplies, and related administrative items for the Student Senate.
- H. Assists the Event Coordinator in the creation of the _____ to be presented to the newly elected Student Senate Senators.

- I. Serves as the primary contact between the Student Senate and student clubs/organizations in regards to Student Senate _____ and _____.
- J. Assist the Student Senate President and Vice President in serving as the _____ between the Student Senate and College departments in all matters pertaining to the Student Senate.
- K. _____ office related calendars with meeting times, events, and other activities using office technology; ensures information is _____ with all necessary parties.
- L. All other duties as _____ by the President and/or the Manager of Student Life.

Financial Secretary – Asia Quinones-Evans

The main duty of the Financial Secretary is to ensure the effective handling of _____ of the Student Senate.

The Financial Secretary of the Student Senate is responsible for ensuring the financial _____ and economic _____ of the Student Senate. The Financial Secretary advises the Student Senate on expenditures and is responsible for accessing and reporting _____ information to the Student Senate. The Financial Secretary is under the general supervision of the Manager of Student Life.

Financial Secretary – Specific Responsibilities

- A. Advises the Student Senate and the Student Government Association members of _____ at Student Senate meetings and ensures reports are distributed to active clubs monthly.
- B. Maintains and presents a _____ report consisting of all Student Senate _____ to the Student Senate for review at Student Senate meetings.
- C. Tracks all _____ involving Student Senate accounts.

- D. Notifies the Student Senate and the Manager of Student Life of any _____ in the Student Senate account balances.
- E. Assists in _____ copies of receipts, deposits, miscellaneous expenses and assists in requesting _____ for the Student Senate.
- F. Leads the financial planning _____ for any Student Senate leadership _____.
- G. Expresses _____ knowledge of previous and current regulations regarding the Club Chartering and Club Incentive programs.
- H. Reviews, verifies and submits for consideration to the Student Senate President or Vice President, _____ Requests Forms. The primary guidelines will be as stated in the current Club Incentive Packet. Maintains tier funding _____ for each chartered club.
- I. All other duties as _____ by the President and/or the Manager of Student Life.

Event Coordinator – *vacant*

The main duties of the Event Coordinator are to _____ the Student Senate _____ and Student Senate events.

The Event Coordinator of the Student Senate is responsible for the _____, _____, and _____ of Student Senate related activities/events. The Event Coordinator _____ assigns event related tasks to individual Student Senators during the planning of an event. Duties also include _____ regarding events, _____ volunteers, and _____ individual businesses. The Event Coordinator is under the general supervision of the Manager of Student Life.

Event Coordinator – Specific Responsibilities

- A. Acts as a _____ between the Student Government Association and the college community regarding specific activities and/or events.

- B. _____ and _____ campus-wide events that are sponsored or cosponsored by the Student Senate.
- C. Acts as the Student Senate liaison to the _____
- D. As Chair of the Election Committee assists with conducting and coordinating the Student Senate _____ for the Student Government Association in _____ with the Constitution's rules and regulations, unless running for reelection.
- E. Assists in the development and distribution of _____ and other data collection tools for the improvement of the Student Senate.
- F. Submits a written _____ to the Student Senate and renders an opinion based upon the evidence gathered from collected surveys and other data.
- G. Manages the _____ of the Student Senate activities/events on all Student Senate social media profiles, main campus, learning centers, and to the public with _____ from other Student Senators.
- H. Leads the creation of the _____ with the assistance of the Student Senate Executive Secretary, to be presented to the newly elected Student Senate.
- I. Leads the creation of the _____ at the start of each academic semester and receives input from the Student Senate throughout the academic year for updates.
- J. Assigns event related _____ to each Student Senator upon agreement from the Student Senate.
- K. Assists the Executive Secretary in the creation of the Event Planning _____ agenda with accepted input from the Student Senate President.
- L. All other duties as _____ by the President and/or the Manager of Student Life.

The Learning Center Representative – *Luis Hernandez*

The main duty of the Learning Center Representative is to represent the _____ and _____ of the SGA in the Learning Centers and other partnership opportunities through Lorain County Community College.

The Learning Center Representative of the Student Senate is responsible for representing the interests and concerns of the Student Government Association members _____ at the Learning Centers. The Learning Center representative _____ for the needs of the Learning Center students and also serves as the _____ between the Learning Centers and the Student Senate. The Learning Center Representative is under the general supervision of the Manager of Student Life.

The Learning Center Representative – Specific Responsibilities

- A. Conveys the _____, _____, _____ and _____ of the students enrolled at the Learning Centers to the Student Senate and the Lorain County Community College Administration.
- B. _____ any relevant Learning Center Committee meetings, events, or gatherings and reports information at Student Senate meetings.
- C. Acts as a _____ between the Student Senate and the Learning Centers.
- D. Plans and coordinates a _____ of four (4) activities/events each semester for the Learning Centers.
- E. Promotes activities and events that are _____ on the _____ campus to the Learning Centers to increase student involvement.
- F. Promotes the _____ between the Office of Student Life, clubs and organizations with the Learning Centers.
- G. _____ to all Learning Centers to establish and build relationships with staff and students at each center.

- H. Maintains _____ with the Learning Centers on a regular basis using at least one form of communication.
- I. Promotes all Learning Center student _____ with campus affiliated groups.
- J. Coordinates with the Event Coordinator and the Student Senate to plan events _____ to the Learning Centers.
- K. All other duties as _____ by the President and/or the Manager of Student Life.

The University Partnership Representative – *Brenda Hichens*

The main duty of the University Partnership Representative is to represent the interests and concerns of the SGA. This position serves as a _____ between the University Partnership schools and the main campus of Lorain County Community.

The University Partnership Representative of the Student Senate is responsible for representing the interests and concerns of the Student Government Association members enrolled in a _____.

The University Partnership Representative serves as the liaison between the University Partnership schools and the main campus of Lorain County Community College. The University Partnership Representative is under the general supervision of the Manager of Student Life.

The University Partnership Representative – Specific Responsibilities

- A. Acts as a liaison between the Student Senate and the Lorain County Community College _____.
- B. Promotes the _____ and _____ programs of the University Partnership schools to the Lorain County Community College Student Government Association.
- C. Coordinates with the Event Coordinator, the Student Senate, and the Office of Student Life to create and assist in the _____ of _____ activities for students who attend the University Partnership.

- D. _____ all University Partnership Offices to _____ and build _____ with students, administration, and staff from each partnership institution.
- E. Promotes Student Senate/Student Club _____, _____, and _____ to University Partnership Students.
- F. Conveys the _____, _____, _____ and _____ of the students in the partnership programs to the Student Senate.
- G. Attends any _____ partnership committee meetings, events, or gatherings and reports information at Student Senate meetings.
- H. Promotes all partnership student _____ with campus affiliated groups.
- I. All other duties as _____ by the President and/or the Manager of Student Life.

Effective Officer Transitions

- 1. Writing effective _____ 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. Create a _____, using tabbed dividers.
 - a. _____.
 - b. Sample _____.
 - c. Sample _____.
 - d. _____ of the year's activities.
 - e. Who to _____.

3. 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.]
4. 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.
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 Transition 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 _____!