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# Officer Roles, Responsibilities, and Transitions for Student Governments, Clubs, and Organizations

2020 CCCSAA Professional Development Conference

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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

- 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:
  - 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. \_\_\_\_\_
3. Create a \_\_\_\_\_, using tabbed dividers.
  - a. \_\_\_\_\_.
  - b. Sample \_\_\_\_\_.
  - c. Sample \_\_\_\_\_.
  - d. \_\_\_\_\_ of the year's activities.
  - e. Who to \_\_\_\_\_.
4. 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 \_\_\_\_\_.
5. Give a copy of all materials used in transition to the \_\_\_\_\_. When I was Georgia 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.

6. Be focused and \_\_\_\_\_ with your transition and you will ensure the continued \_\_\_\_\_ of your club or organization! This is your **legacy!**
7. What if you are caught in-between due to the coronarvirus?
  - a. Review your governing documents for \_\_\_\_\_ plans and emergency procedures
  - b. \_\_\_\_\_! If it is not possible to elect officers, select a steering committee to run operations until elections can take place
  - c. Use all available \_\_\_\_\_: Zoom, Skype, FaceBook Live, Google Meet and Hangouts, etc.
  - d. Ask \_\_\_\_\_ for guidance and help
  - e. Put \_\_\_\_\_ off to the side – this is the time to be a serving leader!

### **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 \_\_\_\_\_!

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Dave is available to come to your campus to work with your student government members and leaders, clubs and organizations, new student orientation, Greek Life, Programming/Campus Activities Board, leadership conferences and events, student leadership workshops and more!