

STUDENT ORGANIZATIONS

Sample Officer Roles

PRESIDENT

- Ensures the chapter is actively working to engage membership and provide worthwhile activities in accordance with the Chapter Standards Program
- Works directly with Chapter Advisors to develop Annual Plan
- Assists in organizing, planning, and implementing initiatives to ensure overall chapter success
- Plans, leads, and represents the organization at chapter activities, events, and meetings
- Successfully delegates tasks and officer responsibilities to chapter leaders
- Spreads awareness of the chapter in preparation for all upcoming membership drives
- Coordinates the planning of all new member, honorary, and alumni recognition letters and events
- Coordinates the preparation for chapter elections
- Represents the organization at quarterly Presidents Roundtable meetings
- Serves as a liaison between Chapter Advisors and officer board
- Maintains consistent contact with all Chapter Advisors, seeking approval and support for chapter activities

PRESIDENT CONT'D

- Ensures that annual documentation is submitted to maintain recognition
- Provides basic leadership training for incoming officer board and assists in the onboarding process
- Uses chapter survey data and feedback to make informed decisions for the organization
- Ensures the chapter is working in line with the Student Organizations Handbook

VICE PRESIDENT

- Fulfills President's duties in the absence of the President and assists President in the execution of duties
- Coordinates with the chapter executive board, committees, or partners to promote chapter awareness
- Assists in the creation of chapter meeting agendas
- Ensures the chapter meets active standing per the Chapter Standards Program
- Leads by example for other officers; is on time, present, and remains active and engaged in chapter activities
- Coordinates the development and distribution of a chapter newsletter
- Reviews all chapter communications regularly

WEBMASTER

- Monitors and actively participates in all social media outlets represented by the organization (Facebook, LinkedIn, Twitter, The ClearPath, etc.)
- Submits web updates to the Office of Student Affairs, as necessary

TREASURER

- Prepares and submits budget usage requests to the Office of Student Affairs
- Prepares and submits budget requests
- Coordinates fundraising initiatives
- Ensures the chapter is utilizing budgeted funds monthly (if applicable)
- Has a thorough understanding of the chapter finance guidelines in the Student Organization Handbook

HISTORIAN

- Tracks the completion of all Chapter Standards Reporting and communicates status to chapter regularly
- Obtains and organizes important chapter documents for the chapter's future use, including training material and contact information
- Takes and collects pictures to include on the chapter's website, social media outlets, or for publicity

NEWSLETTER EDITOR

- Creates and edits chapter newsletter regularly
- Writes and/or solicits articles for the chapter newsletter
- Ensures distribution of the newsletter to all members and the Office of Student Affairs

SERVICE DIRECTOR

- Plans and coordinates chapter service activities, both virtual and in person events
- Coordinate a service committee and calls meetings as necessary
- Follows the requirements for events as outlined in the Student Organization Handbook
- Plans ahead and executes a "National Day of Service," or other community service project

PROFESSIONAL

DEVELOPMENT OFFICER

- Coordinates and implements at least one chapter professional development activity annually
- Researches and promotes additional campus resources to chapter membership
- Promotes professional networking through participation in ClearPath Mentoring