Student Organization Officer Roles and Responsibilities (Example)

President
- Primary contact and external spokesman for organizations. Meets with other student organizations and University Officials.
- Liaison between student organization and advisors and community contacts.
- Plans all meeting agendas.
- Presides over meetings of the organization.
- Calls special meetings for the organization.
- Facilitates executive board meetings.
- Prepares and submits annual reports required by the university and national chapters.
- Appoints committee chair people.
- Maintains contact with advisor.
- Maintains contact with alumni.
- Represents the organization to the University
- Serves as a secondary signatory on financial accounts.

Vice-President
- Presides over meetings in the absence of the President.
- Supervises all student event planning, fundraising, or other activities.
- Directs Constitutional updating and revisions.
- Recruits new members (in absence of recruitment and retention director)
- Serves as a spokesperson for the organization
- Assists all executive officers
- Provides follow-up for organizational tasks
- Organizes executive board retreats and end-of-year events.
- Coordinates executive board officer transitions.
- Works with Treasurer to prepare an annual budget.
- Responsible for all social media and advertising (in absence of social/marketing director)

Secretary
- Schedules location for meetings and events.
- Prepares and distributes agenda.
- Takes minutes at every student organization meeting and distributes copies to members prior to the next meeting.
- Maintains student organization history for that academic year.
- Maintains a current list of members emails and phone numbers and a list of potential members information.
- Assist with student organization events and projects, as needed.
- Updates information on CampusLink.
- Notifies all members of upcoming meetings (in absence of social/marketing director)
Treasurer

- Prepares annual budget.
- Prepares AFAP report and attends training and meetings.
- MONITOR’s student organization’s finances and budget.
- Is familiar with all University accounting procedures and policies.
- Serves as the primary signatory on financial accounts.
- Serves as chair of the financial committee.
- Pays organization bills.
- Keeps track of the status of all purchase requests.
- Collects funds and makes deposits.
- Maintains a financial record of all transactions.
- Reconciles monthly statements.
- Reports on the financial status of the organization.
- Provides advisor with summary of financial records.
- Prepares purchase orders, requisitions, reimbursements or supply requests.
- Coordinates fundraising drives with VP or another executive member.

Other Possible Officers

- Recruitment / Retention Director
- Marketing/Social Media / Public Relations Director
- Special Event Director(s) – multiple directors may be required for numerous events.
- Multicultural Director
- Community Service Director
- Fundraising Director