



ROLES OF THE OFFICER

**LONG BEACH
CITY COLLEGE**

The following highlights the common roles/responsibilities of club officers. Please note that although most groups have the following officers, some have many in addition to what is listed below (for example, Academic VP, Social VP, Publicity Director, etc.) See “Additional Officers” section for more info on things to keep in mind, regarding officer duties/roles.

President

- Diplomat
- Acts as official representative to the public
- Assist with the creation of a group vision or mission statement.
- Keep group efforts focused on group purpose and long range goals.
- Help to prepare the meeting agendas
- Lead and / or moderate meetings
- Make sure the membership is the voice making the group decisions
- Step in to refocus the group’s efforts as needed
- Make sure the group follows procedures outlined in the constitution/bylaws
- Work other officers and general members to prepare for activities and programs
- Assist other officers with their tasks as needed
- Perform unfinished jobs/projects as needed
- Other duties as outlined in group constitution/bylaws

Vice-President

- Run meetings (if President or designee is unable to run) and complete tasks if President is unavailable.
- Act in President’s role if he / she is unable to perform duties / complete the term
- Work with the President and other group officers in planning and completing tasks
- Maintain open communication to support the president’s efforts / work closely with him/her in fulfilling group goals
- Work with group officers and general members in preparation for activities and programs
- Oversee/work with group committee chairs (if designated) to keep them on target with overall goals
- Group committees (if designated)
- Perform unfinished jobs/projects as needed
- Other duties as outlined in group constitution/bylaws

Secretary

- Take minutes of officers’ and membership meetings
- Make minutes and other records available to the membership
- Do the group correspondence, including, picking up and distributing campus mail for organization
- Distribute/Organize group meeting agenda (working with other officers)
- Distribute information about group activities to group members
- Produce and distribute master calendars, meeting notices and/or newsletters to membership on a regular basis
- Help the treasurer/financial officer maintain a current membership list
- Keep a current list of committee leaders and members



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- Help the treasurer/financial officer maintain a current membership list
- Keep a current list of committee leaders and members
- Provide information about group to prospective members
- Serve as group historian to keep records of activities/programs to pass on to replacement at end of year
- Work with other officers and other members in preparation for activities and programs
- Step in to help/take responsibility for completion of a project whenever another is unable to complete a job/task
- Other duties as outlined in group constitution/bylaws

Treasurer/Financial Officer

- Keep current group financial records
- Prepare financial reports and / or budget statements
- Obtain Account Summary from Cashier's office (as needed, no more than once per month)
- Report financial status of the group at regular intervals during group meetings (Treasurer's report)
- Receive all payments made to the group
- Complete transactions to pay for group expenses
- Provide receipts for all payments made into the group funds
- Make financial records available to the membership as needed
- Keep on top of requirements for campus funding opportunities (i.e. Inter-Club Council budget processes)
- If applicable send dues and/or membership fees to the national/parent organization
- Work with other officers and other members in preparation for activities and programs
- Step in to help/take responsibility for completion of a project whenever another is unable to complete a job/task
- Other duties as outlined in group constitution/bylaws

Additional Officers: Sometimes, a group needs to have additional officer positions in order to meet its special needs. The duties for these positions are usually currently not being performed by another officer, or are too much work for one person to take on and need to be split into separate jobs. For example, a group sometimes has both a corresponding secretary (to deal with letters, mail and other group communications) and a recording secretary (to take minutes and to work with meeting agendas). **Whenever an additional office is established, it's important to amend the group's constitution/bylaws to include the following:**

- The title of the new office
- All roles and job duties of the office
- The length of the officer's term
- Any other relevant information

* Adapted from XCEL Center for Excellence in Student Leadership, Campus Life at Binghamton University, State University of New York, 2010. Additional reference: Beall, C. (1999). The group officer's handbook: The field guide to effectively managing a successful term in office. Leawood, KS: Leathers Pub