Club Officer Positions & Duties

Clubs should NOT be dependent on one person to accomplish all tasks and requirements to be a Sport Club in good standing within the Department of Recreational Services. List below is a recommended cabinet of club officer positions and their roles.

President:

- Serve as the liaison between the club and the Sport Clubs Coordinator
- Ensure the club’s adherence to program policies and procedures
- Confirm each club member has completed the Participant Agreement before participating in a club activity
- Ensure the completion of required club forms
- Coordinate with the club treasurer for the submitting the club’s budget proposal per semester
- Gain pre-approval from the Sport Clubs Coordinator on the following: club travel, club marketing, new uniforms/jerseys, club apparel, fundraising opportunities, purchases, and space reservations
- Update the Sport Clubs Coordinator on activities that include but not limit to: competition schedule and results, practice changes, officer changes, contact information changes, coaching changes, and advisor information changes
- Attend and/or send a club representative to the required meetings listed on the Club Calendar schedule
- Promote good sportsmanship
- Keep an active relationship with the club’s faculty/staff advisor

Vice President:

- Preside over club business in the absence of the President
- Understand the Sport Clubs program policies and procedures
- Assist with the coordinating of club competitions/events
- Assist with the coordinating of club travel (this includes submission of Trip Itinerary Form 5 business days in advance of trip)
- Assist with the coordinating of club transportation via the Department of Recreational Services fleet (this includes the submission of Vehicle Request Form 5 business days in advance of trip)
- Assist in the arrangement of club equipment, uniforms, and/or apparel in conjunction with Club President and treasurer
- Assist with other duties per the request of the Club President
**Treasurer:**

- Assist the President in preparing the club budget proposal per semester
- Understand the fiscal policies within the Sport Clubs program
- Understand the tier system format and its effect on budget allocation within the sport clubs program
- Understand the Sport Clubs program concerning approved expenses within the club’s allocated budget
- Maintain detailed records of financial activities and transactions
- Collects member dues
- Deposit club revenue into the club’s off-campus account
- Ensure that all submitted expenses are turned in with appropriate forms and sufficient documentation/proof
- Work with President and Vice President to ensure the club has funds to cover club expenses

**Secretary:**

- Maintain a current list of contact information for club officers and members
- Maintain an official club roster by keeping track of members completing the imleagues.com registration and waiver process
- Record and circulate minutes for club meetings
- Coordinate with the President to submit marketing requests to the Sport Clubs Coordinator
- Maintain accurate information on imleagues.com team page
- Coordinate with the President on submitting club results to the Sport Clubs Coordinator
- Organize club pictures at competitions/events and send to the Sport Clubs Coordinator for the Semester Photo Challenge

**NOTE:** The Safety Officer position is no longer a required position effective for the 2017-2018 academic year. The CPR/AED/1st aide requirement will only apply to clubs that hold practices at non-affiliated, off-campus facilities.