

# Officer Positions & Duties

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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. The list below is a recommended cabinet of club officer positions and their roles.

## *President:*

- Serve as the liaison between the club and Competitive Sports Administrators
- 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 when submitting the club's budget proposal per semester
- Gain pre-approval from a Competitive Sports Administrator on the following: club travel, club marketing, new uniforms/jerseys, club apparel, fundraising opportunities, purchases, and space reservations
- Update the Competitive Sports Administrators on activities that include but are not limited 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
- Keeps 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 five business days in advance of trip)
- Assist with the coordination of club transportation via the Department of Recreational Services fleet (this includes the submission of Vehicle Request Form five 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 registration and waiver process
- Record and circulate minutes for club meetings
- Coordinate with the president to submit marketing requests to Competitive Sports Administrators
- Maintain accurate information on IMLeagues team page
- Coordinate with the president on submitting club results to the Competitive Sports Administrators
- Organize club pictures at competitions/ events and send to the Competitive Sports Administrators for the semesterly photo challenge

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