

## **OFFICERS RESPONSIBILITIES**

All members must agree to the following duties assigned by each officer. No one student shall hold more than one position per semester. In the case of the ICC Representative unable to attend ICC monthly meetings, members may carry out duties.

### **President**

Shall preside at all meetings and acts as principal host at all club functions

Be familiar with the constitution/bylaws (if any) and/or mission/objectives of the club and ASHC, the specific duties of the office, and basic parliamentary procedures. Also, be familiar with college policies and procedures affecting club operations.

Prepare an agenda for each meeting.

Appoint committees as directed and define their responsibilities. See that committees act and report promptly and fully.

Soon after assuming duties, should plan, in conjunction with the Vice-president, activities and events for the year ahead.

Consult and confer regularly with the club advisor, but remember that the activities of the organization should be planned and carried out by students, not by the advisor. *Refer to: Advisors Roles and Responsibilities page.*

### **Vice-President**

Must perform the duties of the President in his or her absence.

Succeed the President position if the President resigns or is removed.

Coordinate the election process for club members.

After assuming duties, should plan, in conjunction with the President, activities and events for the year ahead. This can often be delegated to a planning committee, but the vice-president is responsible for seeing that planning is done.

Be responsible for submitting the following:

- b. A copy of the club's constitution or mission statement, goals, community project and bylaws (if any).
- c. A list of officers for each semester for the particular club, along with a notice of meeting time, place and frequency of scheduled meetings. Update notice if any changes occur.
- d. Submit Mid-term and End of Semester reports on club goals, activities and community projects.
- e. Submit a tentative plan of activities, and fundraisers.

Perform other official tasks as assigned. Take a full share responsibility for helping the club to function effectively.

### **Treasurer**

Shall maintain club budget oversight and management. Prepare a statement of such finances for each meeting.

Keep an accurate file of financial statements and club budget.

Participate and help coordinate all student fundraising activities.

Prepare and process all financial forms including: deposit all profits, reimbursement requests, purchase orders, vendor forms, check requests, and other financial forms. Submit forms to the Office of Student Life.

Assume responsibility for coordination, preparation, and presentation of the club annual budget.

### **Secretary**

Arrange for a meeting place and other physical facilities as necessary.

Notify members as to the date, time, and place of each meeting.

Publish agendas for all club meetings.

Record and maintain a permanent record of all club meetings including records of agendas, minutes and actions taken by the club membership. These should be available for ready reference at club meetings.

Prepare, manage and process all other forms (including activity petition forms, facilities requests etc), contracts, schedules, charts, and letters concerning club business.

In the absence of a Secretary, the President and Vice-President must coordinate to provide duties otherwise stated in the Secretary description.

### **ICC Representative**

Attend ICC meetings of each month.

Taking notes of the ICC meeting to report to your club.

Pick up club's mail in the Student Life Office.

Voting (as your club directs you to) at the ICC meetings.

Reporting on club's activities to the ICC membership.

If you are unable to attend an ICC meeting, try to have a club representative attend in your place or let the ICC Director know of your absence in advance. Be sure to inform your substitute of highlights of the previous meetings.

### **Members At-Large**

Shall ensure the full representation of club at Hartnell College campuses

Shall complete specific duties designated by the club

Shall serve on ICC committees related to events and activities