

## OFFICERS RESPONSIBILITIES

### 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.

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 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 project.
- e. Submit a tentative plan of activities, and fund raisers.

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 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 letter concerning club business.

### **ICC Representative**

Attend ICC meetings the 1st and 3rd Thursday of each month at 2:00pm in room C101.

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.

**Advisor** (see advisor Page)

### STUDENT/ADVISOR PARTNERSHIP

All student clubs/organizations and/or clubs are required to have one or more faculty/staff advisors selected by the club members. The club members in partnership with the advisor should plan a quality program of activities that follow the club mission and goals.

### ADVISOR ROLE & RESPONSIBILITIES

- Understands and assists in developing the club's mission and goals.
- Be familiar with the club's constitution/by laws or mission/goals, finances, and activities.
- Advisors must be aware of the plans and activities of the group and are responsible to ensure that these plans are in compliance with Hartnell College policies and procedures including Hartnell's Student Code of Conduct.
- Advisors should make an effort to ensure officers are meeting required duties and responsibilities, and provide advice if needed.
- Advisors will ensure that proper financial accounting procedures are followed during all fund raising activities and that all funds are deposited in club accounts immediately after each activity.
- Advisor's signature must be on all club activity forms including: petitions, facility requests, purchase requisitions, food petitions, and contracts.

### HARTNELL POLICIES ON STUDENT CLUBS AND ADVISORS

- All club meetings on or off campus must have at least one advisor in attendance. The club Advisor may designate a faculty/staff substitute if she/he cannot be present for a meeting.
- Off-campus activities by student club members, i.e., field trips, conferences, etc., must be accompanied by an advisor or designee at all times.
- All after hours or weekend activities taking place on or off campus **MUST have an advisor present for the entire time of the activity.**
- Dances or concerts **MUST** have a minimum of **TWO** advisors present during the entire activity.

### ADVISOR LIABILITY

It is the advisors' responsibility to become sufficiently knowledgeable of the purposes and activities of his/her organization so as to advise the members of the implications of their actions and the possible consequences of illegal or reprehensible behavior.