

SPORT CLUB LEADERSHIP

Officers

The club will elect officers according to the guidelines set forth in the constitution. The election of officers can be done in any way the club deems fit. There are four basic officer positions that each club must have: President, Vice-President, Treasurer and Secretary.

President

This officer will be the administrative leader of the club. This person should be someone with organizational, communication and time management skills. The President will be required to attend all Sport Club meetings. This position is crucial to the club's success from semester to semester and year to year.

Vice-President

This officer will work with the other officers to handle publicity, marketing and paperwork for the club. This person should be someone with organizational and time management skills as well as someone who is detail oriented. Paperwork is a necessity, so this position is crucial.

Treasurer

This officer will oversee all financial dealings with the club. This person should have (but is not required to have) previous experience with fiscal responsibilities and be organized and resourceful. This officer will oversee all club monies and work with the SC office to research and purchase club needs. This person will also oversee fundraising efforts and monitor club accounts.

Secretary

This officer will be responsible for keeping track of all club activities, documenting and recording all club functions/events, continuing previous projects for the club and recording club contest results. This officer will also assist in scheduling club events and contests, oversee travel accommodations (travel, food, lodging, etc.), be aware of inventory of club equipment, work with other officers on budgetary presentation, work with SC office on marketing and promotional material, and keep club documents updated with club and SC office. This person should have organizational experience as well as multi-tasking skills.