
Balancing Leadership and Academic Demands

Although participating in co-curricular activities is a rewarding experience, overdedication to club activities can at times affect your academic performance. Use good judgment when you participate in a student organization. Remember that the main reason you elected to go to college is not to dedicate all of your time to promoting an organization, but rather to obtain a degree that will allow you to be successful in the future. Make use of the tutorial services that the College offers.



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Club President



A brief guide for the
new club President



Congratulations on being elected club President!

You are now part of BMCC's family of elite student leaders. Along with your fellow officers, you commit your time and effort to ensure that your organization flourishes. Along your journey, you will be asked to develop goals for the organization, guide the club, and maintain continuity by training those that will follow in your steps.

Leaders solve problems and answer questions

The duties listed here are general du-

Remember

ties for the President of any organization. Each organization should have a supplemental list of specific duties which are designed to fit the special functions and interests of the group. In general, a President should:

Duties of the President

1. Be a good presiding officer:
 - Know the proper procedure for conducting a meeting.
 - Be impartial. Avoid expressing personal opinions.
 - Have a knowledge of parliamentary procedures.
 - Prepare an agenda for each meeting.
 - Check the minutes of the preceding meeting to make certain that all important matters were discussed and finished.
2. Understand and follow the club's constitution and by-laws.
3. Set an example for the organization in fairness, courtesy and respect for the rules.
4. Represent the club, or see that a person is appointed to represent the club, at all campus meetings where representation is requested.
5. Know the school policies and regulations and see that they are followed at all meetings and activities.
6. Keep the advisor informed of all meetings, make certain that he/she is invited to all meetings, and be certain that he/she is consulted before making plans for special meetings and events. (Show your advisor the courtesy of checking to make sure that he/she can attend before plans are started for any activity).

7. Know the duties of the other officers and guide them in carrying them out.

8. See that a calendar is prepared for the semester's activities early in the semester. Each club and organization should have a project or goal for the semester.

9. Call regular executive committee meetings (with all officers) and check with your advisor before each regular meeting. Ask your advisor to attend the executive committee meetings.

10. Appoint committees to help spread the burden of work among all club members and to give others an opportunity to participate.

- The President must keep in touch with committees and is usually an ex-officio member of all committees. He/she is responsible for seeing that they complete all their assignments.

11. Do not try to do all the work. A good President assigns responsibilities to others. It is his/her role to follow up and check to see that the work is being done. Total participation of all members makes for a strong organization.

Your club must identify its VIP's: Values, Interest, and Principles
