

# **Executive Board Roles and Responsibilities**

## **President Job Description:**

- Preside at organization meetings
- Facilitate Executive Board meetings
- Represent the organization to the institution
- Meet weekly with the advisor
- Be aware of all money matters
- Assist all executive officers
- Serve as spokesperson for the Exec. Board and Organization
- Provide motivation for the organization
- Prepare motivation for the organization
- Prepare for all meetings
- Coordinate campus-wide programs
- Serve on various committees or task forces
- Prepare prior to all interviews
- Be open to all opinions and input
- Provide follow-up to organizational tasks
- Inform the Exec. Board of other meeting information
- Organize Exec. Board retreats
- Prepare for awards banquet
- Coordinate the Exec. Board transition

## **Vice President Job Description:**

- Preside at organization meetings in the absence of the president
- Serve as parliamentarian
- Direct constitutional updating and revision
- Facilitate elections
- Submit term reports
- Serves as a liaison to committees (IOC, OSB, etc.)
- Perform other duties as directed by the president

## **Treasurer Job Description:**

- Prepare the organizational budget
- Serve as chair of finance committee
- Prepare purchase orders, requisition orders, requisition forms, or supply requests
- Audit books twice per term with advisor and accountant

- Maintain a financial history of the organization
- Coordinate solicitations
- Maintain an inventory of all equipment and its condition
- Perform other duties as directed by the president

### **Secretary Job Description:**

- Record and maintain minutes of all organization meetings
- Send minutes to all appropriate members and institutional staff
- Prepare an agenda with the president for all meetings
- Keep the organization informed
- Maintain attendance at all meetings
- Maintain a calendar of events
- Maintain a phone and email directory of all members
- Perform other duties as directed by the president

### **Advisor Responsibilities:**

- Meet weekly with the organization's president
- Meet weekly with the Executive Board
- Attend all organization meetings
- Give a report during the organization meeting
- Keep the organization informed on institutional accounting
- Audit finances with the treasurer
- Attend and advise delegations during trips to conferences, business meetings, etc.
- Provide developmental activities to the Executive Board to assist in developing group cohesiveness
- Assist the organization with election concerns
- Respect and encourage all organizational functions
- Provide a background history and insight to the organization
- Maintain a history of the organization
- Hold a goal-setting meeting for the Exec. Board
- Coordinate an Exec. Board retreat annually
- Assist with risk management decisions