

## **Suggested Officer Roles and Responsibilities**

Listed below you will find suggested roles and responsibilities for Sport Club officers. Please feel free to delegate assignments as necessary. Each club must have elected, appointed, or designated student officers. It is highly recommended that each team have several officers to split the duties and responsibilities of the club.

### **1. President**

- A. Serves as a primary point of contact between the club and Sport Club Office.
- B. Informs club officers and members about all Sport Club policies and procedures, and ensures club compliance of policies and procedures.
- C. Presides over regular elections of officers as stipulated in the Club Constitution.
- D. Ensures all routine club operations continue or are improved without interruption after elections. This includes transferring a club-specific manual and all relevant information to the new president and arranging a meeting between the new president and the Assistant Director of Club Sports.
- E. Completes the Accident/Incident Report form for any accidents/incidents requiring some form of medical attention that occurs during on-campus or off-campus practice, competition, or instruction. These reports should be submitted to the Assistant Director after each occurrence.
- F. Reports the results of club-associated competitions to Campus Recreation.
- G. Attends all Sport Club meetings.

### **2. Vice President**

- A. Presides over meetings and business in the President's absence.
- B. Assists the President with his/her duties.
- C. Attends Sport Club meetings in the absence of the President.

### **3. Secretary**

- A. Submits paperwork to the Sport Club office in a timely manner.
- B. Creates and/or maintains club officer manuals for all officer positions.
- C. Maintains club membership rosters and provides current club membership rosters to the Sport Club office.
- D. Leads recruitment efforts for the club.

### **4. Treasurer**

**SPORT CLUBS**  
**CAMPUSREC**

- A. Ensures club is following Sport Club and University financial policies on spending, credit card use, and timely submission of receipts and reimbursements.
- B. Knows and understands University financial reporting for club expenditures and balances in accounts.
- C. Keeps accurate and detailed records of all club financial transactions.
- D. Maintains accurate information on balance of Club Sports Department, including all Funds and Programs.
- E. Prepares the annual budget request with the club president.
- F. Aids in fundraising activities.

**5. Equipment Manager**

- A. Submits an equipment inventory report annually to the Assistant Director of Club Sports.
- B. Obtains club equipment for club functions through the Sport Club Office.
- C. Ensures that all club equipment is stored appropriately in the Sport Club Equipment Room (Dillon Gym) at the end of the year.

**6. Fundraising/Alumni Outreach Chair**

- A. Responsible for organizing all fundraising and/or alumni outreach activities
- B. Works with the Sport Club office and Advancement to send out communications to the team Friends Group
- C. Follows University protocol for communicating with alumni and Friends
- D. Creates and maintains a plan for communication and the timing and methods of communication with Friends