

ACKNOWLEDGEMENT OF YOUR LEADERSHIP RESPONSIBILITIES CLUB OFFICERS

DUTIES OF CLUB PRESIDENT

- Meet for 1+ hours with your outgoing president & advisor when you take office. Review annual report
- Meet for 1+ hours with your incoming president & advisor before you leave office. Review annual report
- Ensure that your incoming president is prepared to so to completion all service learning activities established during your time in office
- Provide direction/vision/accountability for club members and officers
- Arrange for and facilitate all club meetings.
- Read the student leader handbook and pass the club officer quiz by the deadline
- Liaison with advisor and SGA Club Coordinator regarding club issues
- Attend all Club President meetings or risk club suspension (see SGA bylaws: 5.1 & 5.2).
- Return club key (if you have one) to University Student Affairs by the deadline
- Submit a completed annual report and membership roster by the deadline
- Conduct club officer elections and indicate all new officer names on the annual report

DUTIES OF CLUB VICE PRESIDENT

- Read the student leader handbook and pass the club officer quiz by the deadline
- Assist the club president in any way possible with their duties, and attend president's meetings in their absence

DUTIES OF CLUB TREASURER

- Read the student leader handbook and pass the club officer quiz by the deadline
- Keep a running ledger of the club account and save all deposit slips
- Be well versed in the financial aspects of the Student Body Bylaws, Constitution & Handbook
- Sign reimbursement forms after ensuring that the expenditures are appropriate, the forms complete (including president's signature, student ID/vendor address, amount approved), and original/itemized receipts are attached
- Sign annual Certification of Organizational Funds (COF) by deadline

DUTIES OF CLUB SECRETARY

- Read the student leader handbook and pass the club officer quiz by the deadline
 - Disseminate information to campus/members & have event fliers approved
 - Take minutes any time the club officers or members are meeting & provide this information to all club officers
 - Send thank you cards to all guest speakers thanking them for their time
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By signing below, I acknowledge that I have read and understand the contents of the **Student Leader Handbook** and recognize that as a club officer, I must adhere to these policies as well as those outlined above and in the **SGA Bylaws** and **SGA Constitution**. I also understand that if I fail to meet the above criteria, I will not receive validation from my Dean regarding my leadership role.

Printed Name	Signature	Date
Program/Graduation Year	@ WesternU ID Number	@westernu.edu E-Mail

Club Name	Club Officer Position
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