

President-

As President it is your job to lead meetings, ensure your club is on track to achieve its goals and represent your club at college functions. This includes holding efficient meetings so as not to waste members' time and making sure that no one person is taking over the group- even you!

Your demeanor will set the tone for the group so promoting optimism, organization and cooperation is key. Do not try to do everything yourself- delegate!

Vice President-

As Vice President your role is to support the president and take over their duties when they are not available. If the president seems overwhelmed or in need of some words of encouragement it is your role to step up and help as well as let your advisor know if you both need assistance.

Secretary-

It is your job to keep track of the clubs operations through meeting agendas and minutes. This is important because documenting what the club agreed to do and being able to reference that information allows members to work together more effectively and with less conflict. It is also a valuable tool for members who cannot attend meeting regularly to keep up with the group. **Submission of minutes to Student Life within 3 business days is mandatory.**

Please note: Minutes are submitted via NVCC email and Club Distribution Lists should include exec members, general body members, your advisor and Student Life Club's staff member

Depending on your organization you may also be responsible for advertising and outreach. If so please review the advertising section of this training guide.

Agendas and Minutes suggested timeline: (please notes days of week will vary dependent on your meeting day)

Monday- Send an e-mail out to all club members asking for agenda items for the General Body meeting on Thursday. Give them a due date of Wednesday at 9am.

Wednesday by 5pm- send out meeting agenda

Thursday- attend General Body meeting and take notes

Friday- Send meeting minutes to club members and Student Life

Agenda and Minutes Suggested format:

Option 1- This agenda and minutes guide should be used for an organization that does not use Robert's Rules of Order when conducting meetings.

Option 2- This agenda and minutes template is for organizations who use Robert's Rules of Order when conducting meetings.

Treasurer-

As treasurer it is important to stay on top of the clubs finances. **Providing a weekly update to your organization and a monthly update of your clubs accounts to Student Life is the minimum.**

Before beginning your role please review the Organizational Funds section of the Student Life Resource Guide.

The following spreadsheets will help you track your clubs account. As you use the spreadsheets be sure to double check that your equations are working correctly, especially after adding new lines or columns. Feel free to use which ever option you prefer and contact student life if you need excel training or assistance.

Option 1-

This spreadsheet gives you the option to work with your club on an annual budget and then track how closely you are adhering to that budget. Cost and Revenue is tracked in the same column and is differentiated by color as well as parentheses.

Option 2-

In this sheet Expenses and Deposits are separated out. This will not allow you to match current finances to the budget your club created, but maybe less confusing for first time treasurers.

Advisor-

Your job is to advise! It is often tempting to try and ensure that no event, meeting, or club fails, but it is important that you allow the student members to make their own decision and to address any challenges those choice may cause. However, actions that violate College Policy or State/Federal Law should be reported immediately.

You are the students' best resource on College Policy and should be the first person they turn to with questions regarding program planning, recruitment, etc. If you find that you do not have the information they need please feel free to contact Student Life. We are always happy to support you.

Advisors are required to complete Advanced Clery training annually and to attend a minimum of one meeting per month and be reasonably available to sign finical and other club documents as necessary.