Student Organizations

New Officer Training
Agenda

• Announcements

• New Officer Training
  ❖ Roles of Officers
  ❖ Reserving Facilities
  ❖ Catering
  ❖ Helpful Resources

• Questions

• Evaluations
Roles of Officers

- President
  - Presides at meetings
  - Calls special meetings
  - Appoints committee chairs
  - Maintains contact with national organization
  - Represents the organization
  - Attends ASISU trainings
  - Completes the Event Registration Form

- Vice President
  - Assume the duties of the President as needed
  - Plans officer’s orientation and club retreats
  - Coordinates club elections
  - Attends ASISU trainings
  - Coordinates club recruitment efforts
Roles of Officers

- Secretary
  - Keep a record of all members
  - Keeps a record of all activities
  - Notifies all members of meetings
  - Keeps minutes of meetings
  - Prepares calendar of events
  - Completes forms
  - Attends ASISU trainings

- Treasurer
  - Keeps all financial records
  - Prepares paperwork to pay bills and dues
  - Prepares annual budget
  - Prepares all budget request for funds
  - Coordinates fundraising drive
  - All travel, awards, and scholarships must be voted on by club. Minutes must be attached to paperwork
  - Attends ASISU trainings
Role of Advisors

- Advisors can offer experience to assist in the growth of and development of leadership within the organization.
- Advisors provide a degree of continuity.
- Advisors’ knowledge of University operations enable them to assist organizations in facilitating programs and the achievement of goals.
- Advisors play an valuable role to the club by guiding and directing students, but they are not to run the club.
Reserving Facilities

- Event Registration Form
  - Forms needs to be filled out for all events on and off campus
  - Make your reservation with the Scheduling and Events Services office. Scheduling and Events Services schedule the Pond Student Union, Rendezvous, and Quad.
Catering

• Chartwells has the food contract on campus
  ❖ Catering Waiver must be completed and returned to the Catering Office at least 10 business days prior to your event.

  ❖ An approved waiver and vendor license agreement are required before arrangements with an off-campus caterer can be contracted.
Helpful Resources

- Make free banners in the Craft Shop
- Organization mailboxes
- Rental of University vehicles
- Use of Pond Student Union rooms/space
- Button Maker
- ASISU Senator
Evaluation

- Please complete both sides of the New Officer Training Verification

Thank you