Club Leadership Roles

Role of Club Officers
Defining specific leadership roles and structure within your club is not required, but it can be very helpful for effective operation and decision-making. Club officers must be currently enrolled Cascadia students to hold a leadership role. All club officers must maintain good communication with the Office of Student Life and keep them updated on club activities.

Below is a sample of how you might structure the club officer roles.

President
- Has overall responsibility for the operation and vision of the club
- Schedules, prepares agendas, and facilitates club meetings
- Coordinates event and program planning
- Completes budget requests and other necessary paperwork
- Must complete Club Orientation with Student Life Advisor
- Delegates tasks to other officers and club members
- Communicates and/or meets regularly with the Club Advisor
- Ensure Quarterly Update Forms are completed by the 10th class day of each quarter
- Ensure the club has a representative attend Club Council meetings

Vice President
- Assists the President with club duties, examples include event planning, marketing, facilitating club meetings
- Perform the duties of President in their absence or as needed
- Must complete Club Orientation with Student Life Advisor
- Oversees outreach and recruitment of new members
- Represents the club at Involvement Fairs and schedules regular tabling days on campus
- Keeps an up-to-date membership roster and contact list

Club Representative
- Represent the club at Club Council meetings
- Attend all Club Council meetings, or designate another officer as proxy if unable to attend
- Report on past club meetings and any upcoming activities the club is planning
- Speak and vote on behalf of the club on questions and decisions put before the Club Council
- Report on information shared at Club Council back to club officers and members
- Be familiar with the resources available to the club for publicity and events and the processes for utilizing them
- Assist the Vice President with promoting the club at Involvement Fairs and tabling events

Other Positions to Consider
- Event Coordinator – Expert on knowing how to plan events at Cascadia and the policies associated with event planning
- Publicist – Responsible for posting on all social networks (Facebook, Instagram, Discord), keeps audience/followers informed on upcoming meetings/events, creates graphics and content
• Secretary - Responsible for all official club correspondence, keep minutes of meetings and record decisions made by the club

Leadership Transitions
Transitioning from one student leader to another can be a difficult process, but there are ways to make it easier. By planning ahead and setting aside training/transition periods for the outgoing and incoming leaders this will ensure a successful leadership transition. Clubs are encouraged to create and maintain a leadership transition document or digital resource guide that includes the following information:

• Club Advisor Name and Contact Info (if applicable)
• Logins and passwords for any accounts affiliated with the club such as Instagram, Facebook, Gmail, Discord, etc.
  o If you prefer to send The Office of Student Life the logins and passwords, we can share it with the new incoming leadership.
• Consider creating a Google Drive with the following:
  o List of past events and event planning timelines
  o Previous club flyers (preferably editable versions)
  o Past funding request forms approved by Club Council
  o Photos from past events (to see what past events/set-ups looked like, future marketing, etc.)
  o Any other historical documents
• Editable versions of the following:
  o Club description
  o Learning outcomes/goals/missions
  o Leadership list
  o Members list
  o Alumni list – Would you like to involve alumni club members for future events? (check with alumni if they would like to be contacted by future club members)
  o Advice for future club leaders:
    ▪ What I wish I had known and/or done differently
    ▪ Ideas I had that I did not get to implement
    ▪ Tips for future club members
    ▪ Participate in quarterly Involvement Fairs to recruit members
    ▪ Create a WhatsApp group or Discord Server for communication