

Student Organization Leader Responsibilities

The following are suggested student organization leader responsibilities by semester. Each organization has different needs, and a more complete list should be developed by each group.

Fall

1. Complete your student organization registration and, if applicable, your university account materials by visiting the Student Life website, or stopping in at 101 Student Services Building.
2. It may not be too late to register online for space at the Student Organization Fair. The fair is typically held on the Saturday evening of the week before classes start. Visit the Student Life web site to get more information about Fall Welcome plans.
3. Schedule meeting times and locations for your organization's meetings. Complete the Activity Planning Forms (APFs), which is available at the Student Life Center, located at 101 Student Services Building.
4. Plan and conduct a general meeting/open house to invite the membership.
5. Plan activities to help your members get acquainted with each other. "Icebreakers" are always helpful at the first few meetings.
6. Put together materials for each member including: your group's constitution; a membership list; a list of goals and objectives; and a calendar of meeting times and locations, also set dates for projects or special events.
7. Schedule regular Executive Board meetings with the officers and the advisor.
8. Check on the status of your bank or University account. University accounts will be closed in mid-October, if they are not re-registered each year. The MSU Accounting Office will receive new account registration materials after August 1 each year.
9. Develop a plan for the group's financial stability. Will the group need to plan any fundraising activities or just collect dues from members? Start planning now.
10. If your group needs funds for a particular program, check on the ASMSU Funding Board schedule and guidelines. For more information regarding the Funding Board refer to sections of this handbook.
11. Before student leaders leave for the semester break, make sure the organization has made arrangements for meeting space for spring semester.

Spring

1. Review your organization's annual goals and objectives. Are you on track?
2. Complete Activity Planning Forms (APFs) at the Student Life office to schedule upcoming events during spring semester.
3. Prepare for officer election/selection early in the semester.
4. New officers are typically elected or selected in the middle of spring semester.
5. Outgoing officers should train, and pass along pertinent information to the newly elected/selected officers of the organization.

6. New officer training should include reviewing organizational files and information with incoming officers.
7. All financial records and bookkeeping procedures should be shared with the new officers.
8. Consider nominating potential and emerging student leaders for the Student Life Department's annual LeaderShape Retreat in early May.
9. Write an annual report summarizing the group's activities, successes and failures. Make recommendations for following years. This is very useful for the new leadership, and it provides historical information for the files.
10. Inform the Student Life office of the summer address and contact information about student leaders for registering organization for fall, student organization fair, etc.
11. Consider nominating individuals, organizations or events for the annual Student Life Awards Program in early April.
12. Have a meeting with your advisor and other new officers to talk about what direction you would like the organization to move in. Discuss successes and failures from the current year.
13. Consult with the Student Life staff for helpful handouts on running an effective organization, and being a good leader.
14. Plan now for participating in and organizing Fall Welcome events. Set dates, make plans, and delegate tasks.
15. Hold a goal setting session for next year with the entire group.

Summer

1. The officers and key members of an organization should keep in touch. This is also a good way to build motivation and excitement for the fall.
2. Organize your files and discard any unneeded materials.
3. Prepare and organize for early fall events.