

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. Pick up and complete organization registration materials from the Student Life Center, 101 Student Services Building.
2. Get organized to participate in the Party at the Aud, Student Organization Fair. The fair is typically held on the Saturday evening before classes start. Visit the Student Life Center to get more information.
3. Schedule meeting times and locations. Fill out Activity Planning Forms (APFs) in the Student Life Center, 101 Student Services Building.
4. Conduct a general meeting/open house to invite membership.
5. Plan activities to help your members get acquainted with each other. "Icebreakers" are always helpful at the first few meetings. Visit the Student Life Center to get suggestions for icebreaker activities.
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 any set dates for projects or special events.
7. Schedule regular meetings with the other officers and the advisor.
8. Check on the status of your bank or University account. University accounts must be reapplied for each year. More information is included in the organization registration materials.
9. Check on the group's financial status. Does the group need to plan any fundraising activities? Start planning now.
10. If you are in need of funds, check on the ASMSU Funding Board Schedule. For more information regarding the Funding Board refer to the "[University Services and Resources](#)" section of this handbook.
11. If you have not done this already in the Spring, set goals and objectives for the year.

Spring

1. Review your goals and objectives. Are you on track?
2. Schedule meeting times and locations. Fill out APF's in the Student Life Center, 101 Student Services Building.
3. Prepare for officer election/selection early in the semester.
4. New officers are typically elected/selected in the middle of spring semester.
5. Outgoing officers should train the newly elected/selected officers.

6. 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.
7. Inform Student Activities office of summer address for information about registering organization for fall, Party at the Aud, etc.
8. Consider nominating individuals, organizations or events for a student organizations award.

NEW OFFICERS SHOULD:

9. Review organizational files and information with outgoing officers.
10. Locate all financial records and go over these with the outgoing officers.
11. 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.
12. Visit the Student Life Center for helpful handouts on running an organization and being a good leader.
13. Plan now for participating in and organizing Fall Orientation and early fall events. Set dates, make plans and delegate tasks.
14. Hold a goal setting session for next year with the entire group.
15. Get a summer and fall address and phone list of all members. It is very difficult to get started in the fall when you do not know how to get a hold of people.

Summer

1. Write letters to the officers and members to keep them updated. 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.