

Roles and Responsibilities for Clay Club Members

Positions are instrumental to the efficient and effective operation of a student organization and may vary slightly from student organization to student organization; however, the duties and responsibilities associated with these positions should be represented within the Executive Board.

Executives are considered those individuals who are elected or appointed to a position

- **President**
- **Vice President**
- **Treasurer**
- **Secretary**
- **Communications officer**

President

The President is the primary student contact for the student organization and the “external spokesperson” of the group who regularly interacts with other student organizations and University officials. He or she is the liaison between the student organization and the advisor and other University or community contacts.. The responsibilities of this position tend to include but are not limited to:

- supervising all student organization meetings;
- overseeing the process of student organization event planning
- prepare agenda for next meeting
- email agenda out to execs to review and update info as needed
- completing all student organization purchase requests;
- submitting all required paperwork for student organization renewal;
- holding monthly meetings for the general membership (this may increase if preparing for upcoming workshop or event)
- executive meetings held as needed to discuss administrative, preparation duties
- 2016 we bi-monthly meetings proved very productive
- maintaining communication between the student organization president and individual participants (this may include emails, letters, and phone calls
- act as liason between office and visiting artists in preparation of workshops
- communication with office for upcoming events/sales e.g. send pdfs for posting on monitors

Vice President

The Vice President should be the President’s “right hand person” and should maintain continuous contact with the President. The Vice President must be up-to-date on all student organization communication and events. The responsibilities of the Vice President include but are not limited to:

- supervising student organization meetings in the absence of the President;
- assisting the President with the oversight of the student organization including fundraising, event planning, etc.;
- working with the student organization’s Treasurer to prepare an annual budget;
- maintaining a current accounting of the student organization’s financial status including income and expenses;
- scheduling locations for meetings and events; and
- coordinating student organization fundraising efforts with the Treasurer.

Treasurer

All student organizations are required to elect or appoint a Treasurer to manage their financial matters. The treasurer should keep the officers and members informed about the student organization's financial activities. The responsibilities of the treasurer include but are not limited to:

- preparing the annual student organization budget;
- monitoring the student organization's budget;
- completing an bi-annual financial report for the student organization;
- tending to the status of all purchase requests;
- collecting funds and depositing to the student organization's account in a timely fashion;
- paying bills and reimbursing members for funds purchased;
- **keeping a record of all transactions**, i.e. deposits, checks and adjusting entries, revenues and expenses in notebook
- **preparing monthly financial** reports and documents to keep the student organization's membership informed about the student organization's financial situation.
- Filling out funding applications

Secretary

The responsibilities of the student organization secretary include but are not limited to:

- taking detailed minutes at every student organization meeting
- send minutes to President for review as helps prepare agenda
- maintaining the student organization history for that academic year;
 - Eg Printing off minutes of meetings to place in binder
- verifying all student organization purchase requests;
- assisting with student organization projects where needed;

Communications Officer

- maintaining communication between the student organization president and individual participants (this may include emails, letters, and phone calls)
- Maintaining email contact list (update every term by adding new members, updating sales contact list as needed)
- maintaining a current list of residences, email addresses, student ID numbers and phone numbers of the student organization officers, advisor and members;
- Emailing sales list about upcoming sales
- Posting on FB to keep page up to date
- Posting on Instagram

In addition, having members to serve in the following role would help keep everyone informed:

- **SoFA rep**- share club activities with other members and bring information back to Clay Club regarding school activities
- **Event Scheduler**- keep calendars up to date and post announcements on boards
- **UMSU** representative- keep club in the know with the University at large acting as a liaison

- **Throwing Team-** organize, set up and clean up
- **Clay mixing team-** individuals who can make slop for Clay Club to sell to members and utilize for throwing parties and workshops
- **Sales Team-** preparing/registering sales for the year half year in advance
 - **Prepare sale shift sign up sheets**
 - **Assist with set up**
 - **Putting out signs**
- **Volunteers at large-** sign up to help as co-members to help with the others when you can. Doing so by committing for a term ensures enough individuals to keep things running smoothly or if someone is unavailable

General Member Roles

Student Leadership Programs collects student organization rosters and verifies member eligibility each semester. Only registered students may serve as members of student organizations. Students have unlimited opportunities to become directly involved in the administration and supervision of their respective student organizations. They collectively have responsibility for:

- Writing the student organization's constitution and bylaws;
- Amending the student organization's constitution and bylaws;
- Determining membership requirements for the student organization;
- Establishing duties of the officers;
- Developing and administrating the student organization budget;
- Holding regular officer and membership meetings to conduct student organization business;
- Fundraising /Travel.