



Roles and Responsibilities of Executive Officers



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List of Good Characteristics of a Student Leader

(Read more at: http://www.ehow.com/info_8388319_list-good-characteristics-student-leader.html)

Integrity

- Integrity is the foundation of leadership in any capacity, and it is especially important for students trying to establish themselves as lifetime leaders. Trustworthiness, honesty and the ability to consistently follow-through on promises are all core elements of integrity. If a student leader is not honest in the way that he leads it becomes very difficult for him to get other students to buy in and follow his lead.

Human Relations

- Compassion for others is perhaps the most important trait of a good student leader. A desire to help others succeed and a simple willingness to extend a hand or offer a "hello" to a new student or someone having a hard time is the most genuine trait of a student leader. Showing you care motivates other students to follow your example.

Initiative

- Troy University's *Eight Qualities That Can Make a Student Leader Great* discusses "**task effectiveness**" and Nelson discusses the importance of leaders "**taking action.**" Both relate to a broader leadership trait of initiative. Whereas many students notice opportunities to help others, to make decisions and to lead, student leaders take action and get the job done. They step in when help is needed, they offer support to fellow students and they overcome peer pressure to do what is right. Student leaders are also typically self-starters who push themselves to success.

Vision

- Student leaders need to have vision and a sense of purpose to accomplish big things in their roles. Students often take on established leadership positions in a school or organization and simply follow in line with the same activities and behaviors of previous students holding the position. However, effective student leaders develop a plan and have the vision to seize new opportunities and to communicate their vision to other student leaders.

10 Qualities of Exceptional Student Leaders

(<http://www.iplanmagazine.com/?p=922>)

1. **Think for the future, learn from the past, and act in the now.** Great leaders reflect on past events to plan for future events. However, planning and reflecting is not as important as the activities accomplished in the present.
2. **Influence others to participate.** Leaders truly welcome participation and input from others, and encourage members to participate and contribute to group activities.
3. **Able to deal with and overcome failures, mishaps, and mistakes.** A good leader does not get angered at others or sulk in self-doubt when things do not go as planned. You must be able to pick yourself up by the bootstraps and stay diligently on task.
4. **An exceptional student leader has a SMART goal planner.** They remember to align group goals with real results in mind. They understand the importance of setting goals that are specific, measurable, attainable, realistic, and time bound.
5. **Leaders push themselves to learn more, work harder, and compete for the greater good.** They seek the challenge and opportunity to grasp responsibility for oneself and advocate for others.
6. **Leaders delegate to all members.** The importance of spreading the workload must be realized because one person cannot do everything.
7. **Leaders are open to working with all channels.** Failing to build relationships and work with alternative channels will stall out many initiatives before they start.
8. **Leaders listen before speaking.** Listening before responding increases group rapport and opens up the door for learning.
9. **Leaders continually ask questions.** It is not possible to know everything. Curiosity and inquisitiveness is key to learning and developing as a leader.
10. **Know the rules.** When in a role that is guided by restrictions and laws, it is vital to make yourself aware of them.

Smart Entry Planning

(<http://www.iplanmagazine.com/?p=797>)

So what exactly is SMART entry planning?

S = Specific

The goals that you and your group identify should be specific in nature. Specific goals should answer: Who & What

M = Measurable

All the goals your group sets should be measurable. Think about it, in the professional world, whether we like it or not, the numbers are what matter. Now, the term performance may be used more than measurements, but in actuality both have the meaning that certain activities have the ability to be charted for numerical review. Measurable goals should be answered with numerical values.

A = Attainable

All too often, we go to campuses to hear the idealistic goals set by student leaders. We love optimism, but to set goals that take longer than time permits or are larger than your budget permits are not attainable. Some goals can take a long time to complete, while other projects need the full support of your campus administration. Attainable goals are characterized by their ability to be achievable while you are in office.

R = Relevant

Goals need to pertain directly to the student membership and organization that sets them. We see issues in this arena, when major campus events are not relevant to the majority of the student body. It is debatable, no doubt about it. However, it is suggested that you pay attention to your planning and programming efforts to ensure that they are relevant and being set for the entire organization, not just a few select members.

T = Time Based

Set limits on how long a project should take. Big projects take longer than small projects, but it is very common that a small task will drag out for months before being resolved. Small projects are like small thorns in an organization's side. If you cannot complete small goals quickly, groups will avoid them like the plague, and over time, less small goals will be planned. Set time lines and stick to them. Always set a deadline, this will make your group more productive.

Remember to allot enough time to achieve a goal and not too much time, which can affect project performance. Time bound always answers the question: When?

Role of Club Officers

(See Rocky Mountain College Psychology Club Website. Consider developing a PSY Club Website, in addition to the PSY Club Facebook page.)

In addition to the roles and responsibilities outlined in the Club Constitution. The following are important roles and responsibilities of official college and university club officers:

Psychology Club President

The role should include persons who possess leadership, organization and time management skills. Characteristics include being outgoing and willing to work with a variety of students, mentors, college faculty and staff.

Responsibilities include:

- Provides leadership and direction to the Club organization.
- Provides role model of enthusiasm, integrity and fairness.
- Serves as spokesperson for the organization.
- Plan meeting to prepare for upcoming academic year.
- Survey individual members' talents in planning service and leadership projects.
- Plan a retreat or kick-off meeting in late summer or early fall so members can get acquainted with each other and so that goals and objectives for the year can be established.
- Keep a list of objects with dates and deadlines.
- Become familiar with resources at the College and in the community.
- Establish regular meeting times for entire club and officers and advisor. Create agendas for all meetings.
- Determine if extra funds are necessary and plan fundraising functions.
- Call meetings to order and preside at all meetings. Announce business before the club.
- Preserve order and decorum.
- Attend and oversee all general and executive meetings. Call special meetings when necessary.
- Coordinates club activities through the executive officers. Work with club officers to develop a club calendar of activities.
- Ensure all new officers have received officer materials from their predecessors and are comfortable with their working knowledge of their duties and responsibilities.

- Structures the organization of the Club to ensure continuity of leadership by providing opportunities for new leaders to be developed and mentored.
- Oversee the activities of the executive officers. Assist all executive officers.
- Has overall financial responsibility for the Club. Serves as secondary signatory on financial accounts.
- Approves all Club communications.
- Maintains regular contact with the Public Relations Officer.
- Ensures the completion of the Club Annual Report and submits to the Club Advisor.
- Meet with Club Advisor on a regular basis to provide updates on Club activities.
- Maintains contact with Club alumni, affiliated colleges and university psychology departments, high schools and community partners.
- Represents the organization to the College and community.

Psychology Club Vice President

This role should be filled by students who possess strong leadership, organizational and time management skills. The Vice Presidents should be willing to support and assist the president and executive officers.

Responsibilities include:

- Assume the duties of President in his or her absence.
- Attends all meetings and executive meetings.
- With direction from the President, schedule meetings, reserve meeting rooms and post times/dates for meetings and activities.
- Manage members of the cabinet who are responsible for recruiting new students and planning social activities for club members.
- Provide Advisor with charter packets, club contracts and committee reports.
- Introduce speakers at meetings and programs.
- Maintain Vice President notebook.
- Obtain facilities for meeting and programs.
- Ensure that all meetings and programs are properly publicized.
- Serves as an ex-officio member of standing committees. Assist chairs of committees.
- Assist secretary in preparing report of club's activities to send to the faculty advisor and membership.
- Provides timely and interesting advance information for newsletters, social media, and mailings.
- Keep in close contact with club presidents and faculty advisor.

- Directs Constitutional updating and revisions.
- Facilitates the election of officers.
- Recruits new members.
- Serves as parliamentarian.
- Organizes an end-of year celebration
- Represents organization at official functions.
- Performs other duties as directed by the President.

Psychology Club Secretary

This role should be filled by a student who possesses strong note-taking, communication and time management skills.

Responsibilities include:

- Handles all correspondence of the club and keeps records of it.
- Maintains an ongoing and updated roster of membership with names, e-mail addresses and phone numbers in an Excel spreadsheet. This includes current address e-mail and telephone information.
- Distributes the roster to executive officers, advisor and membership.
- Maintains complete and up-to-date copies of the Club's Constitution and Bylaws and other organizational documents.
- Maintains official records of meetings.
- Informs officers of deadlines for reports, mailings, and future commitments.
- Coordinates mailing of notices, newsletters to members.
- Attend all meetings and keep a record and accounting of the business discussion.
- Prepares an agenda with the President for all meetings. Agenda should be sent to membership prior to meeting and distributed at the meeting.
- Notifies all members of meetings.
- Prepares organization's calendar of events.
- Take attendance at all meetings (general and executive) and submit to advisors and membership. Post minutes of meetings on FB and on Club website. Also include minutes in ongoing maintained records notebook for subsequent memberships and officers. Distribute club minutes to membership through e-mail as well.

- Take notes at all meetings and provide written minutes. Provide a listing of members present and those absent. Keep an accurate roll of members' attendance at meetings.
- Distribute messages about the club to members through e-mail. Make announcements and reminders to membership about meeting dates and times.
- Receive and distribute all materials from the faculty advisor.
- Orient successor and turn all materials over to that person, including secretary's notebook.
- Prepare report of club activities and election of new club officers and send to the faculty advisor and Director of Student Life.

Psychology Club Treasurer

This role should be filled by persons who possess strong math and money management and budgeting abilities; and, organizational and time management skills.

Responsibilities include:

- Attend all executive and general club meetings.
- Keep accurate records of all monetary transactions.
- Provide weekly report of the Club's financial activities.
- Manage members of the Club responsible for fundraising and special events.
- Should be familiar with College accounting policies for Clubs.
- Pays organizational bills.
- Prepares an Annual budget.
- Maintains a financial history of the Club.
- Maintains and manages Club accounts.
- Prepares and submits financial statements to the President and the executive committee on a regular basis.
- Pay all Club bills on time.
- Develop an end-of-year report for Club and file with Faculty Advisor.
- Orient successor and turn all materials over to that person, including treasure's notebook and accounting book. Ensure that all records are in order before turning them over to the successor.

Psychology Club Public Relations Officer

This role should be filled by a student who possesses good marketing and public relations skills. They should also have good graphic design, creativity and visionary skills for promoting the work and programs of the Club. This person interfaces with the campus and community to promote the activities of the psychology club and generate attendance and participation at all activities and events.

Responsibilities include:

- Publicizing all events, programs and activities.
- Distribute monthly calendars and schedule of activities to members, campus and community, via e-mail, social media, technology, and flyers.
- Carry out necessary correspondence.
- Maintain and compile list of names, addresses, email addresses and phone numbers of all club sponsors, alumni, presenters and resources.
- Keep running documents and templates of outreach to the community, vendors, corporations, businesses.
- Maintain the Public Relation Officer's notebook.
- Design and post flyers, posters and other advertisements around campus about upcoming club activities, programs and events.
- Develop a composite poster of all events for the entire semester and academic year.
- Promote awareness about the Psychology Club to the campus community and the community at large.
- Establish and maintain good relations with campus media and the local community media.
- Submit newsworthy items about club or individual members to campus and community media.
- Solicit news items from members.
- Consider developing an online newsletter.
- Orient success and turn all materials over to that person, including PR's notebook and digital file and templates of flyers, advertisements and more. Ensure that all records are in order before turning them over to successor.