**Protect Life Michigan  
Officer Responsibility Example for Pro-Life Student Groups**

**Officers**

Section 1: The Executive Board of Protect Life at \_\_\_\_\_\_\_\_ University will include a President, a Vice President, a Secretary, a Treasurer, Outreach Director, and a Event Director.

Section 2: Officers will hold office for a one year term starting and ending on the last day of classes for the fall semester. No officer shall hold any office for more than two terms. Seniors shall not run for the position of President.

Section 3: Roles and Duties of Officers

1. President
   1. Oversees all officers
   2. Schedule and organize meetings and activities
   3. Conduct the meetings
   4. Provide meeting agendas to group members
   5. Provide general upkeep of the club and picks up slack, when necessary
   6. Delegate tasks to officers and members
   7. Oversee the logistics of all campus events and gatherings including but not limited to booking rooms, completing major events and paperwork, reserving campus spaces, and booking accommodations for speakers.
   8. Ensures delegated tasks are being accomplished

1. Vice President
   1. Assist the President in performing any of the above tasks, including filling in for the President when unable to conduct meetings
   2. Assist the Funding Director with thank you calls and letters to group donors
   3. Ensure that the responsibilities of all officers are being carried out. Assist in carrying out these responsibilities when needed.
   4. Work with the President to maintain professional records and keep and up-to-date club binder/handbook (printed and in media formats) to be used by future officers. These records should detail past events, and include pictures, the constitution, officer responsibilities, press coverage, and press releases.
2. Secretary
   1. Take minutes at every meeting
   2. Take roll at every meetings
   3. Send meeting minutes out to members in a timely fashion
   4. Manage group listserv
   5. Keeps a record of the group’s history (pictures, media stores, etc)
3. Treasurer
   1. Be knowledgeable of university finance policies
   2. Create and monitor a budget
   3. Complete a monthly and annual financial report
   4. Keep a record of donors and all financial transactions
   5. Pay bills and deposit funds to the organization’s bank account
   6. Thank donors in a timely manner through calls and letters
   7. Organize and carry out a minimum of 1 fundraising event each semester
4. Outreach Director
   1. Manage social media sites. Post regular updates with the purpose of recruiting more members and advertising events and activities to group members
   2. Schedule regular tabling and flyering dates to recruit new members and advertise events
   3. Organize and carry out publicity for all events
   4. Draft and send out press releases to local news media in a timely manner
   5. Actively advocate for resources and support for pregnant and parenting students
5. Event Director
   1. Plan and carry out all events for the group, including hosting speakers, attending conferences, and any awareness campaigns.
   2. Schedule meeting and event locations
   3. Schedule and communicate with speakers or organizations hosting events with the organization
   4. Work with the Treasurer to ensure all event bills are paid on time and any donations from events are processed
   5. Provide regular updates of event planning and event recaps at each meeting

Section 4: Duties common to all officers:

* All officers are expected to attend all general and officer’s meetings as well as all lectures and events sponsored by the organization. Overly excessive absences or inability to carry out officer roles are grounds for impeachment.
* Each officer may organize and preside over a committee in order to carry out his/her respective tasks.
* If an officer is unable to complete a designated task, it is his/her responsibility to do everything in his/her power to make sure that the other officers are aware of the situation so that someone else may help complete the task.
* Every officer must sign a copy of this constitution to state that he/she understands his/her duties and is committed to upholding the mission of the organization.
* Every exiting officer must schedule a meeting with the newly elected officer before the spring semester ends. The exiting officer must review the officer’s handbook with the newly elected officer.
* Each officer is expected to perform any reasonable task requested of him/her by the President in order to further the goals of the organization.

Section 5: The impeachment of an officer can only occur when a simple majority of officers propose impeachment and a two-thirds majority of official members vote to impeach.

Section 6: In addition to the officer positions, it is at the President’s discretion to appoint students to committees to coordinate specific events or activities.