



## **Officer Roles and Responsibilities**

In order to have a healthy group, it is important that you have clearly defined and communicated responsibilities for each officer. This document is a starting point, but keep in mind that each group is different. Therefore, the roles and responsibilities of your officers may need to be adjusted to meet the needs of your group.

### **Terms**

Protect Life Michigan recommends officers hold office for one year, starting and ending on the last day of classes for the fall semester. Officers should avoid holding the same officer role for more than two terms. It is not recommended that seniors run for president, due to the difficulty of training a replacement when the senior has graduated.

### **Roles and Officer Duties**

#### **1. President**

- a. Oversees officers and ensures tasks get completed on time
- b. Conducts, schedules, and organizes meetings and activities
- c. Determines, with input from other officers, the meeting agendas
- d. Delegates tasks to officers and members
- e. Takes the lead in developing a calendar of events for the semester. Fields input from other officers and members.
- f. Organizes the logistics of campus events and gatherings including completing paperwork for major events, reserving campus spaces, booking speaker accommodations, etc.
- g. May appoint students to committees to coordinate specific events or activities

#### **2. Vice President**

- a. Assists the president in performing any of the above tasks, including filling in for the president, when unable to conduct meetings
- b. Ensures that the responsibilities of all officers are being carried out, and assists them when needed

- c. Works with president to make sure the calendar of events is being carried out
  - d. Works with the president to maintain professional records in the club binder (or online) detailing past events, the officer's handbook, the constitution, and press coverage and releases
3. Secretary
- a. Ensures that all members have signed in at each meeting
  - b. Sends reminder emails on events and meetings, one week before and one day before the functions
  - c. Sends out a meeting follow up email, detailing points of interest for students who were not present
  - d. Manages the group's email list and ensures it is up to date
4. Treasurer
- a. Is informed of university finance policies
  - b. Creates and monitors a budget
  - c. Completes a monthly and annual financial report
  - d. Keeps a record of all financial transactions
  - e. Pays bills and deposits funds to the organization's bank account
  - f. Thanks donors in a timely manner through calls and letters
  - g. Keeps a list of all past donors and their contact information
  - h. Organizes one or more fundraising event each semester
5. Social Media Coordinator
- a. Posts regular updates to social media sites with the purpose of recruiting more members and advertising events and activities to group members
  - b. Creates events on Facebook and invites all members
  - c. Connects with other like-minded organizations via social media to network
6. Outreach Director
- a. Schedules regular tabling and flyering dates to recruit new members and advertise events
  - b. Organizes and carries out publicity for all events
  - c. Drafts and sends out press releases to local news media in a timely manner
  - d. Serves as the liaison for the local pregnancy center

## 7. Event Director

- a. Plans and carries out all events for the group, including hosting speakers, attending conferences, and any awareness campaigns.
- b. Books event locations in collaboration with the President
- c. Schedules and communicates with speakers or organizations hosting events with the organization
- d. Works with the Treasurer to ensure all event bills are paid on time and any donations from events are processed
- e. Provides regular updates of event planning and event recaps at each meeting

### **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.