



REGISTERED STUDENT ORGANIZATION

EXECUTIVE OFFICER TRANSITIONS

GRAND VALLEY STATE UNIVERSITY

REIGNITE 2022

STUDENT ORGANIZATION OFFICER TRANSITION CHECKLIST

THIS CHECKLIST IS INTENDED TO GUIDE YOU
IN YOUR OFFICER TRANSITIONS PROCESS.

Share Important Location Information

- [Student Life Office Location](#)
- [Promotions Office Location](#)
- Student Organization Mailbox Location
- External Bank location (if applicable)



Communicate administrative details, passwords, and contracts

- GVSU email and password
- LakerLink information
- Social media information
- Advisor contact information



Familiarize yourself with important policy information

- [RSO Handbook](#)
- [Faculty/Staff Advisor Handbook](#)
- [Funding Resources](#)
- [Online trainings and resources](#)
- [LakerLink Resources](#)



Remind Officers of Events & Student Organization Requirements

Ignite and Reignite

Ignite and Re-Ignite are the official training and resource programs for officers and executive boards of student organizations that occur twice a year (Fall and Winter semester). ALL student organizations are REQUIRED to have at least one executive officer participate in both Ignite (Fall) and Re-Ignite (Winter), but are strongly encouraged to have all 4 officers participate in the training. Policies and procedures, funding, LakerLink, and other important details pertinent to student organizations are covered at this event.

Campus Life Night

Campus Life Night is GVSU's student organization fair that occurs fall as well as the winter semester! Learn about all the student organizations and campus departmental resources GVSU has to offer. Come be a part of one of the biggest GVSU student traditions on-campus!

E-Board meetings

Review Pertinent information

- [Travel protocol](#)
- [Event Services Guidelines](#)
- [Funding Guidelines](#)
- [Facility Use Guidelines](#)

Student Organization Equipment

- Storage Location

Review Safety & Risk Management Procedures

- [Emergency Procedures](#)
- [Health Services](#)
- [Risk Assessment](#)

PRESIDENT RESPONSIBILITIES

- Serve as a liaison between the Office of Student Life and your student organization.
- Act as the primary student contact for your organization.
- Communicate all student organization policies and procedures to members.
- Represent your student organization while intentionally working on your leadership and communication skills.
- Seek approval for organization business ie: large purchases, promotion requests, rental requests, etc.
- Responsible for completing and submitting required reports and forms.
- Facilitates general meetings and provides members with pertinent information.
- Responsible for receiving feedback and suggestions to improve student organization.
- Leads executive board meetings.
- Attend officer trainings ie: Ignite.
- Responsible for managing the student organization email account.
- Motivates and encourages members to be active participants.
- Assist with election process and executive officer transitions.
- Brainstorms ways to increase student organization recruitment and retention efforts.
- Delegate responsibilities when necessary.

PRESIDENT RESPONSIBILITIES

SPECIFIC TO YOUR EXPERIENCE

ADVICE FOR MY SUCCESSOR

PRESIDENT

1.

2.

3.

4.

5.

VICE PRESIDENT / RISK MANAGER RESPONSIBILITIES

- Take on president's responsibilities during their absence.
- Schedule/reserve rooms for general meetings and special events.
- Assist with election process and executive officer transitions.
- Suggested to have CPR, first aid, and AED Certification.
- Report student organization injuries to the Office of Student Life.
- Check safety standards of student organization equipment and evaluate risk associated with student organization event programming.
- Ensure that all student organization members are familiar with the student organization's emergency action plan.
- Know all of the facility emergency action plans.
- Submit any travel forms needed to be completed by your student organization.
- Encourage and maintain Covid-19 safety policies and precautions ie: ensure all student organization members are wearing masks indoors, check self-assessments at general meetings and special events, and utilize the campus labs event check-in app for contact tracing purposes.

VICE PRESIDENT / RISK MANAGER RESPONSIBILITIES SPECIFIC TO YOUR EXPERIENCE

ADVICE FOR MY SUCCESSOR

VICE PRESIDENT / RISK MANAGER

1.

2.

3.

4.

5.

MEMBERSHIP OFFICER RESPONSIBILITIES

- Submit all event schedules and press releases.
- Manage all social media pages.
- Responsible for managing (approving) Lakerlink membership requests.
- Responsible for meeting minutes, assisting with email communication, memos, or any other documentation necessary during student organization meetings.

SPECIFIC TO YOUR EXPERIENCE

ADVICE FOR MY SUCCESSOR

MEMBERSHIP OFFICER

1.

2.

3.

4.

5.

FINANCIAL OFFICER RESPONSIBILITIES

- Keep accurate and detailed records of expenditures and income gained through fundraising.
- Prepare the student organization budget.
- Maintain the student organization budget.
- Create an annual financial report for record-keeping purposes.
- Consider creating monthly financial reports to inform general members of finance updates.
- Approve or deny general member purchase requests.
- Complete and submit funding requests to the Office of Student Life.
- Pay any bills the student organization has incurred in a timely manner.
- Set up an external bank account if necessary/desired with the President of the student organization.
- Assist with selecting the dues amount at the start of the year.

FINANCIAL OFFICER RESPONSIBILITIES SPECIFIC TO YOUR EXPERIENCE

ADVICE FOR MY SUCCESSOR

FINANCIAL OFFICER

1.

2.

3.

4.

5.

FACULTY/STAFF ADVISOR RESPONSIBILITIES

- **Advisor Expectations**
- Active participant in a student organization.
- Available to answer questions in regards to procedural matters, university policies, financial matters, etc.
- Act as a source of knowledge and guidance for student organization members.
- Familiar with the RSO Handbook, The GVSU Student Code, Event Services Policies and Procedures, and Office of Student Life Policies and Procedures.
- Support the university's policy on hazing.
- Audit off-campus bank accounts on a regular basis.
- Act as a resource/consult.
- Encouraged to participate in any executive officer training provided by the Office of Student Life.
- Work with students in regards to their academic progress/success.
- Maintain regular contact with officers and members.
- Assist with the creation or revision of a student organization's constitution and bylaws.
- Encourage programming with Covid-19 safety policies and precautions in mind.
- If you resign, please submit a letter of resignation to the Office of Student Life.

HELPFUL HINTS

FUNDING

- Submit funding requests at least 4 to 6 weeks in advance.
- Event expenses eligible for funding - food (Classic Fare Catering), event promotions, speakers, external/contracted vendors (DJs, inflatables, magician, etcetera).
- Do not purchase products or services before receiving funding approval.

CATERING

- In order to serve any food not prepared by Campus Dining for special events (ie: bake sale, banquets, etc), a [**food waiver**](#) must be filled out and approved. A food waiver is not required for general meetings.

EVENT SERVICES

- Registered Student Organizations can reserve space on a semester basis. Tabling reservations must be made 30 days in advance. [**Commercial**](#) or [**Expressive Activity Forms**](#) are needed to table.

FACILITIES MANAGEMENT

- [**Vehicle Reservation Form**](#) needs to be completed and emailed to servicef@gvsu.edu at least 10 days prior to the trip.

PROMOTIONS

- Submit a service request at least 4 weeks in advance.
- Designers can create promotional materials for your student organization (posters, flyers, banners, etc.)

STUDENT ORGANIZATION REGISTRATION

- Student Organization registration and renewal occur at the end of the winter semester.
- In order to be an active student organization you need to update your constitution, maintain 5 executive board members (President, Vice President/Risk Manager, Financial Officer, Membership Officer, and a Faculty/Staff Advisor), and provide contact information for emergency use/contact-tracing purposes.

CONTACT INFORMATION

In-Person:

Office of Student Life
1 Campus Drive
1110 Kirkhof Center
Allendale, Michigan 49401

By Phone:

(616) 331-2345

By Email:

rso@gvsu.edu
s_witsamol@gvsu.edu - Olivia Witsaman (she/her/hers)
slagerbr@gvsu.edu - Bri Slager (she/her/hers)

gvsu.edu/studentlife

gvsu.edu/studentorg



SOURCES:

California State University Channel Islands. (N.D.). Club/organization Officers and Members. Retrieved November 22, 2021, from <https://www.csuci.edu/clubs-organizations/officers-members.htm>