



# Officer Positions & Elections



## OBJECTIVES

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Officer Roles & Responsibilities

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Leadership Recruitment

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Election Process

04

Transition Period





01

# Officer Roles & Responsibilities





# President

The president will be the primary contact of the organization!

- Preside at all meetings
- Registering organizations
- Create agenda plans
- Assist with financials
- Conflict resolution
- Communicating with OSL

The vice president will also stand as the organization's risk manager, holding members accountable and taking steps to lessen risks.

- Address duties determined by organization/ president
- Act as second in command (being responsible when the president is absent)
- Conflict resolution
- Event planning




## Vice President

# Financial Officer

The financial officer will be the main contact for any financial questions/ issues!

- Should have the most knowledge of the organization's funding status
- Updates records of both on and off campus accounts
- Submit funding requests following the guidelines on the SOS website



The membership officer is to address all “extra” duties as interpreted by the president (attendance, member info, etc.). The membership officer should make an effort to get to know every general member in the org.!

- Address duties determined by organization/ president
- Conflict resolution
- Collects data from members for event planning


# Membership Officer



# General Officer

The general officer is usually like the membership officer for graduate student organizations.

- Should get to know members well within organization
- Update LakerLink roster (new officers/ retire officers)



The advisor is the main supporter of the student organization!

- Be in contact with officers and members
- Your advisor is your organization's sponsor and believes in your organization's mission!
- First step to inter-group conflicts
- Advisors don't run the organization, they advise it from a supporter's point of view

## Faculty/Staff Advisor





# Our Terms vs. Other Terms

Financial Officer	Treasurer
Membership Officer	Secretary
President	Captain

EXTRA positions are allowed!  
★ Fundraising chair, social media officer, etc.

More than one position assigned to a single member is allowed!  
★ One member can be listed as the financial officer AND the treasurer

ALL positions must be entered into LakerLink!!!





# Kahoot!

([Link](#))

We have prizes!





02

# Leadership Recruitment

# What makes a good leader?

Public speaking!  
Problem solving!

Team work!

Nominate and/or choose a person for the position that suits them the best!

Good at math? Maybe run for the financial officer!

Good at creating events and communicating with others? Maybe run for the president!



**Don't run for a position you can't keep up with!** Communicate with your peers on what you believe you could do for your organization in order to gain nominations and/or votes!



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# 03

## Election Process

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# Election Options/ Ideas

## Nominations

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- Allow any organization member to submit a nomination!
- Allow graduating E-Board members to submit a nomination!
- **A:** Choose members based on how many nominations one receives
- **B:** Nominations for positions and then proceed to vote

## Campaign

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- Campaign for yourself for the position you want
- Prepare reasons for why that position would suit you and what you would accomplish for your org.
- Allow all members to proceed to vote



# Mock Election!





04

# Transition Period



## Connect with Former Officers!

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- Discuss how to be successful in certain roles!
- Discuss responsibilities to the organization and the RSO Staff at the Office of Student Life!
- Discuss how the organization is ran!



## Explore Student Org. Support from the RSO Team!

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- Email [rso@gvsu.edu](mailto:rso@gvsu.edu) for questions!
- Look at [gvsu.edu/sos](http://gvsu.edu/sos) to learn about what we offer to every organization, and what we expect from every organization!

**Questions?**

