



Officer Elections & Transitions

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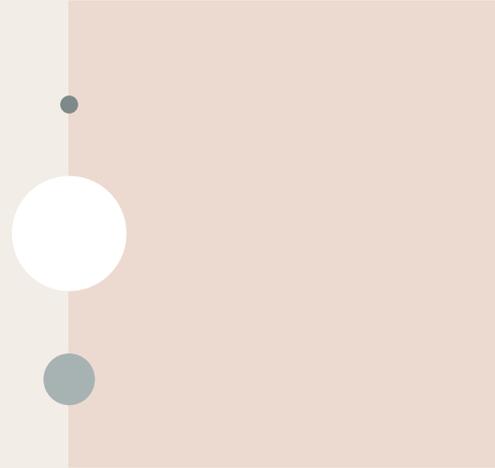
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**Transition
Period**



01

Officer Positions



President



The president will be the primary leader and contact of the organization!

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

Vice President



The vice president is responsible for assisting the president in leadership duties, and should stand as 'second in command' so that the president is not the sole leader of the organization.

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

Financial Officer



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

- ❖ Must complete the Finance Wizard activity
- ❖ 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

Membership Officer



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.!

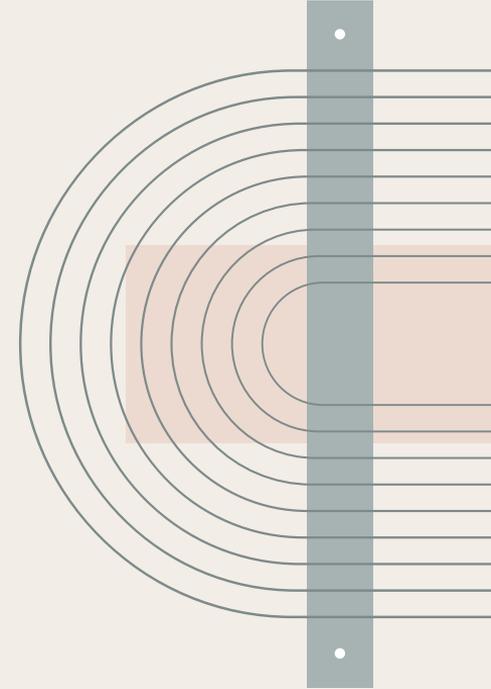
- ❖ Address duties determined by organization/ president
- ❖ Conflict resolution
- ❖ Collects data from members for event planning

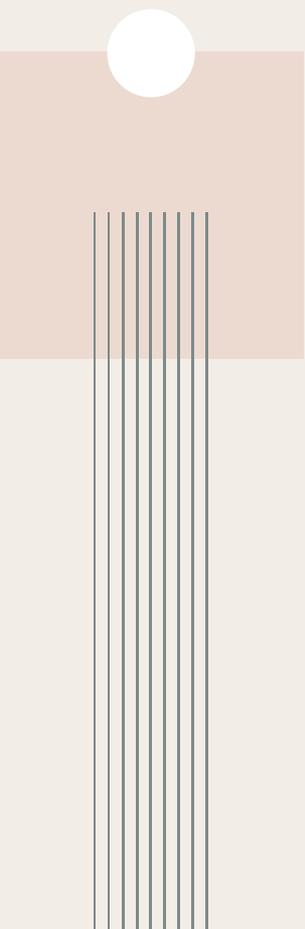
Faculty/ Staff Advisor



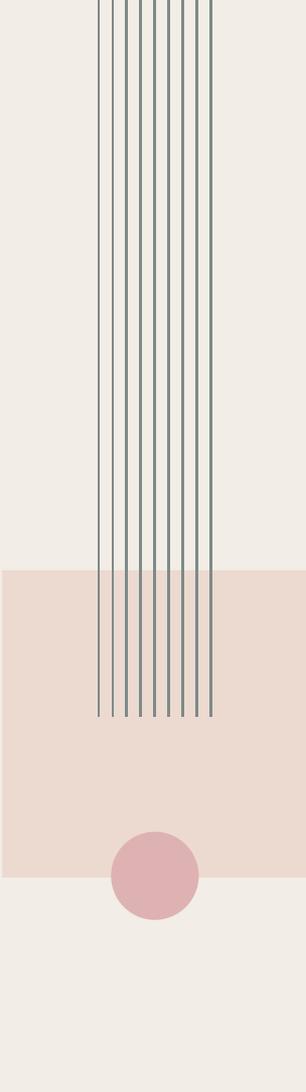
The advisor is the main supporter of the student organization!

- Stay 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*



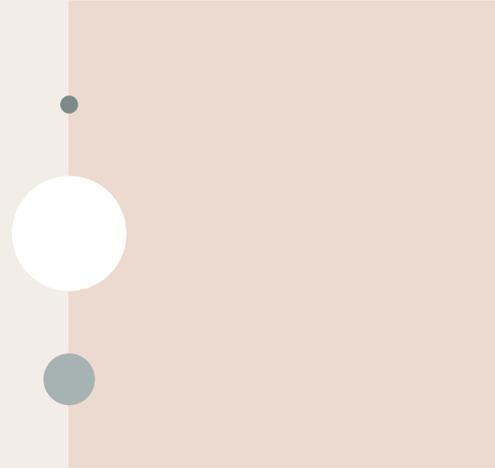


Our Terms	Other Terms
Financial Officer	Treasurer
Membership Officer	Secretary
President	Captain

- ❖ Extra officer positions (ex: fundraising chair, social media chair, etc.) **are allowed** as long as you also have our required five positions (president, vice president, financial officer, membership officer, advisor)
 - ❖ In *SOME* cases, one student may hold more than one title, as long as separate individual students hold our required four student positions (ex: somebody **CANNOT** be the president and the membership officer, but somebody **CAN** be the president and fundraising chair if this is how you run your organization!)
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02

Activity



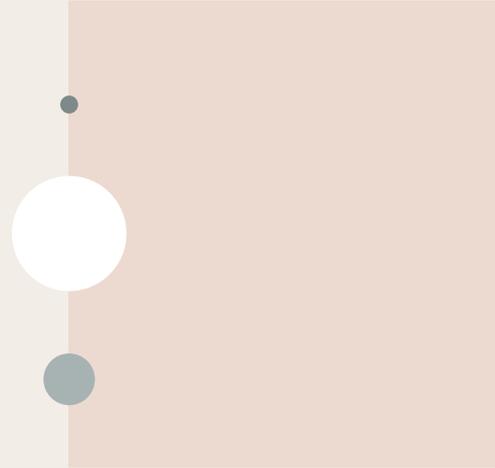


Kahoot!!

[Link](#)

03

Leadership Traits & 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!



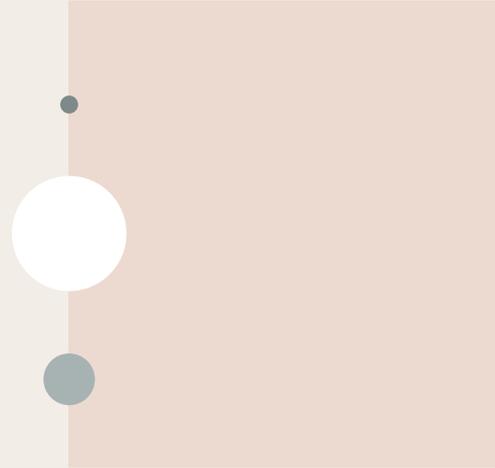
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**Do not run for a position
that you cannot keep up with!!**

A decorative vertical element on the right side of the slide, consisting of a small dark blue circle at the top, a light orange circle below it, and three thin vertical lines extending downwards from the light orange circle.

04

Election Process



Election Ideas

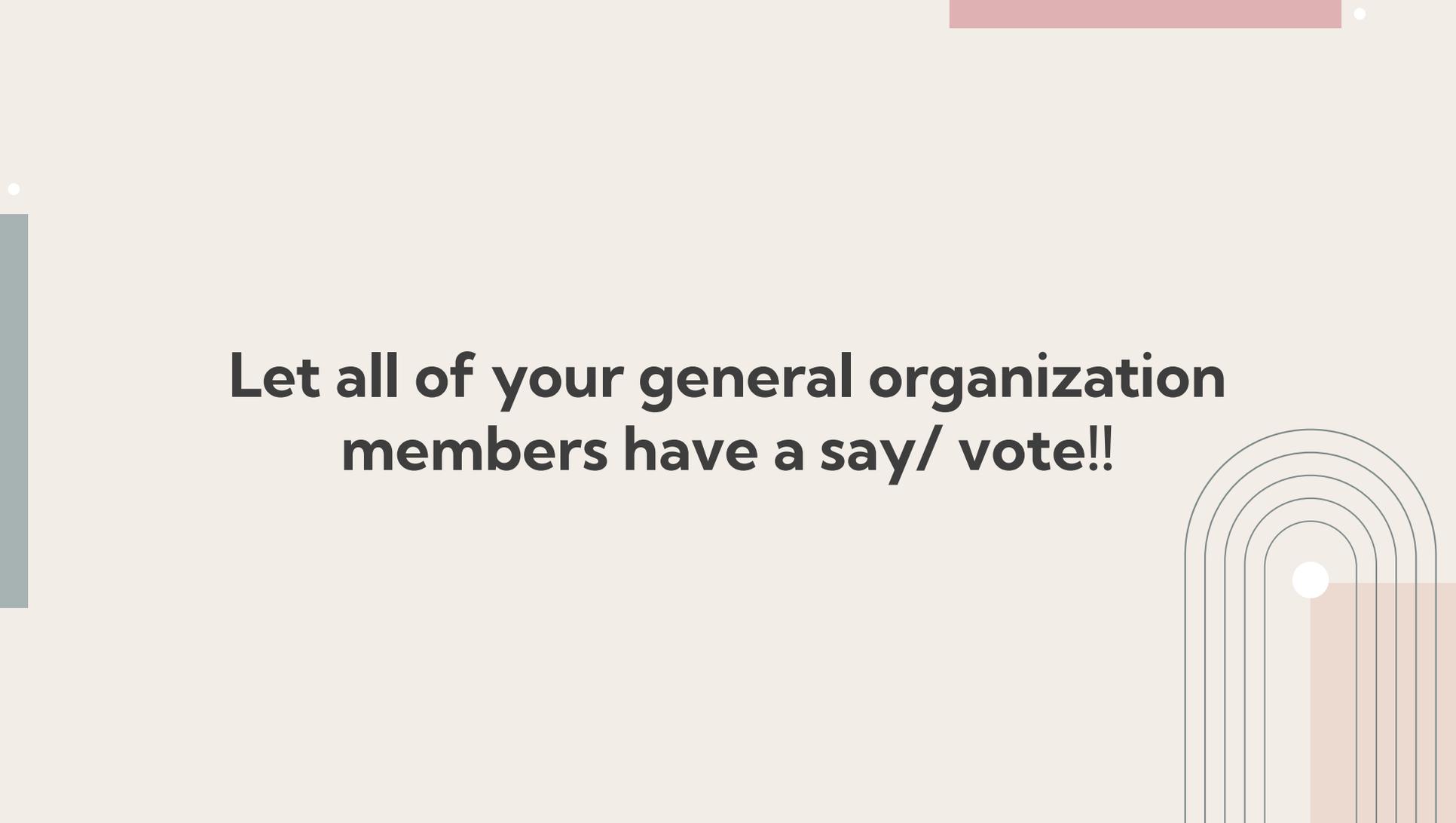
Nominations

- ❖ 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

Campaigning

- ❖ 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

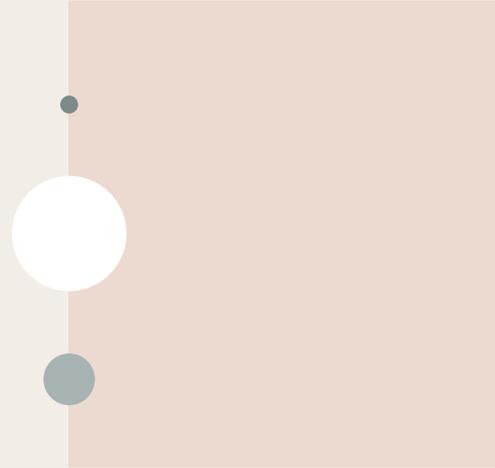
Your Constitution should include your organization's election process!



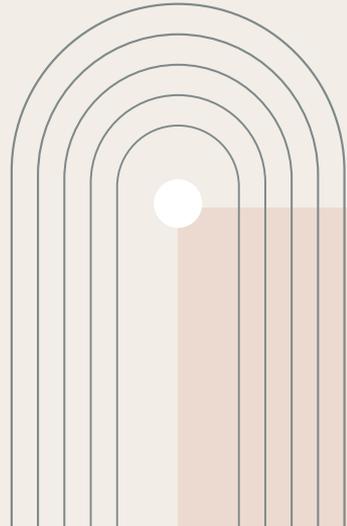
**Let all of your general organization
members have a say/ vote!!**

05

Activity



Mock Election!



President-Misia:

Votes: 4

President- Kamora:

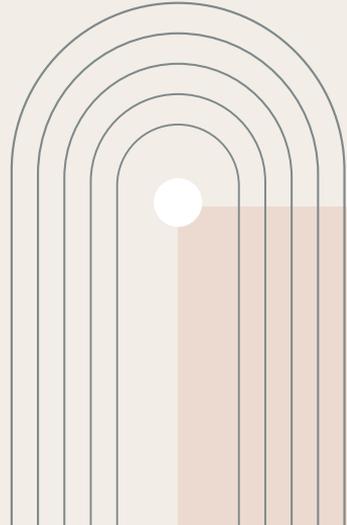
Votes: a lot

Financial Officer- Brooke:

Votes: a lot

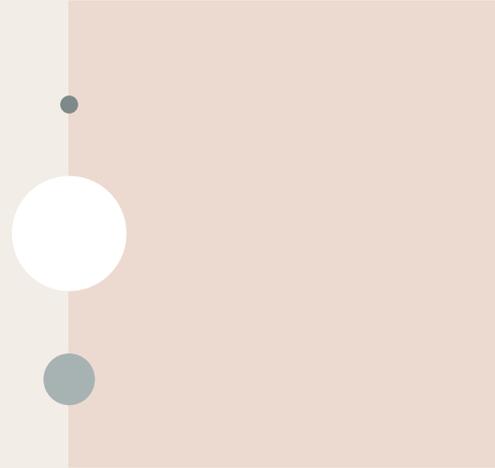
Financial Officer- Grace:

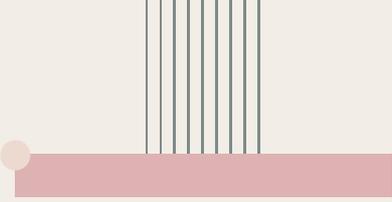
Votes: 5



06

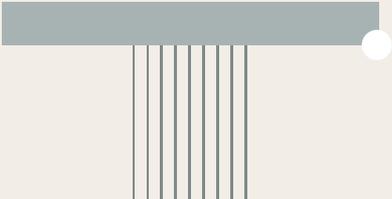
Transition Period

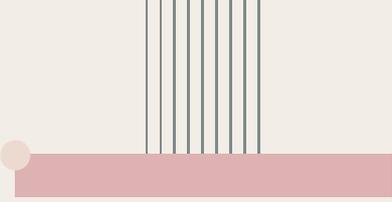




Update Your LakerLink Roster!

Steps:

1. LakerLink page Manager clicks 'Manage Organization' button
 2. Click 'Members' tab
 3. Remove and/ or edit titles and access levels of previous e-board members
 4. Click 'Add Members One at a Time' button
 5. Enter the new e-board members username (GVSU student email address)
 6. Select access level (leader or email RSO for manager status)
 7. Select member status (Officer)
 8. Type/ select officer's title
 9. Update primary contact section of organization page if necessary
- 



Transition Examples:

- President should give the new president past meeting agendas, event planning materials, instructions on how to submit Fall Registration, Mid- Year Check-In, etc.
- Financial officer should give the new financial officer information about how to submit a funding request, obtaining the finance wizard badge, and getting them set up with the organization's outside bank account (if you have one).
- Membership officer should give new membership officer current member information, attendance records at past events, etc.

