

Since each sport is different, the most effective method of operation will vary among them. Your club's constitution should outline the general duties of your officers as they pertain to YOUR club. Your club should decide which tasks should be assigned to each office. In an effort to assist you in this decision, a list of suggested duties is provided here to be used as a model.

1. President

- A. Serve as first contact person for club.
- B. Preside over club meetings and conduct club business.
- C. Inform officers of pertinent policies / information.
- D. Know what services are available to Club Sports.
- E. Designate one (1) person to represent your group at mandatory Club Sports Council meetings.
- F. Delegate authority within the club.
- G. Promote fund-raising events.
- H. Approve club schedules.
- I. Generate any needed adjustments to club constitution.
- J. Insure club compliance with rules/regulations of College and Rec. Sports.
- K. Train the next President.
- L. Insure that all appropriate forms have been turned in on time.

2. Vice President

- A. Insure completion of facility requests for all club activities.
- B. Preside over meeting and business in president's absence.
- C. Assist the President with his/her duties.

3. Secretary

- A. Record and circulate minutes of all meetings.
- B. Establish and maintain game schedules.
- C. Maintain member info sheets.
- D. Complete membership rosters, monthly reports, and submit to the Rec. Sports Department.
- E. Handle club correspondence.
- F. Develop and circulate publicity regarding club activities.
- G. Check club mailbox regularly (at least weekly).

4. Club Treasurer

- A. Handle all cash account transactions, in conjunction with Rec. Sports Department.
- B. Prepare with the president the annual budget request (Nov/Dec).
- C. Maintain all appropriate records of your financial activity. Be sure to keep all receipts.

5. Equipment Manager

Each club is advised to have an equipment manager who shall have responsibility for:

- A. Checking out equipment from the Rec. Center for use during the year.
- B. Issuing equipment as necessary.
- C. Maintaining and repairing equipment as necessary.
- D. Submitting damage and loss reports.
- E. Submitting purchase request forms when new equipment is needed.
- F. Recalling equipment from club members at the end of the club year.
- G. Returning equipment to the Rec. Center for on campus storage during the summer.

6. Other Duties

Club members have unlimited opportunities for involvement in the organization and administration of their club. Individuals or committees should be assigned to: arrange the schedule or competition, schedule transportation (with Rec. Sports Dept.), secure/payment of officials, develop criteria for receipt of awards/grants/travel money, etc. and recommend to Rec. Sports, revise the constitution and by-laws and establish dues and dues structure.