

CLUBS EXECUTIVE POSITIONS & RESPONSIBILITIES

Executives or leaders are the heart of any student organization, so ensuring their roles and responsibilities are clearly outlined and understood by those taking on the roles is essential. These roles will vary depending on size, purpose, and activities of the club, but below is a list of possible executive positions and common expectations associated with them. This list includes some standard roles and some expanded ones. Some clubs choose to more executive board positions or have committees led by chairs for certain purposes or tasks. The structure and names of positions are not important, but certain duties must be assigned in some way, such as signing authority or oversight of club activities. The best way to keep track of the roles and responsibilities of your organization is in your club's constitution. Traditional titles, such as "president" can be altered to suit your club, such as "Captain", "Chair", "Supreme Leader of the Galaxy", as long as those titles have clear accountabilities.

The responsibilities in bold must be assumed by someone on the club's executive board:

President

- **Acts a secondary signatory on club's account**
- Provides leadership and direction to the club
- **Understands and follows BCIT Club operating guidelines and general campus policies**
- Usually acts as chair of club meetings (board meetings or general member meetings)
- **Helps to create the short- and long- term objectives and goals of the club in tandem with the other executives**
- **Seeks to create an inclusive and cooperative environment for the club and facilitates conflict resolution and sound decision-making**
- **Has increased overall responsibility for financial, organizational functioning, and liability of club matters**
- **Acts as liaison to the Student Association and BCIT for the actions of the club**

Vice President

- Acts as President when that person is not available (presiding over meetings etc.,)
- Supports other executive positions with problem solving and important tasks
- Ensures strong leadership succession by identifying and recruiting new club volunteers
- Coordinates information from committees or events to ensure all members are informed or approve of decisions and news
- Provides mentorship to new officers
- Liaises with faculty advisors or other BCIT staff

Secretary

- Handles the correspondence of the club and keeps records, such as transition documents, passwords, meeting minutes
- Informs officers of deadlines for reports, mailings, commitments
- Coordinates funding applications to the Student Association
- Maintains membership lists and contact information and communicates contact information to the Club Program Coordinator
- Maintains complete and up-to-date copies of the club's bylaws and other organizational documents
- Collects membership dues
- Enforces any membership guidelines
- Acts as a liaison for students wanting information on the club

Treasurer/ VP Finance

- **Acts a primary signatory on club's account**
- **Oversees club finances**
- Receives revenue from ticket sales, membership dues, or other proceeds from other club executives
- **Makes deposits to the club's account with the Club Program Coordinator**
- **Manages reimbursements for club expenses and direct payment of invoices**
- **Ensures compliance of accounting principles with other executives and members**
- Completes and submits an annual financial report or budget to their board and the Club Program Coordinator as needed
- Ensures that adequate budget and financial controls are maintained and that expenses and budgets for individual events or projects are approved by the entire board

VP Communications

- Management of social media accounts
- Upkeep of domain and web hosting for club's website
- Design of posters, sponsorship packages, logo, or other print promotional materials
- Works closely with event and project planners to support campaigns
- Actively promotes membership and participation activities within the club
- Maintains contact list of members
- Conducts outreach with alumni members

VP Events

- **Collaborates with other members of the executive board to create events and activities that enhance the educational, social, and professional lives of their members.**
- Evaluates the successes and challenges of events to make improvements or changes
- Informs the Club Program Coordinator of all events both on and off campus
- Is aware of liability and risk policies held by BCIT and BCITSA
- Requests space to be booked through the Club Program Coordinator
- Maintains a list of events and related information and statistics throughout school year
- Works closely with the club's communications VP to ensure events are promoted
- Works closely with the Treasurer/ VP Finance to ensure budgets are followed and revenues are documented.

VP Sponsorship and Fundraising

- Maintains industry contacts and history of sponsorship relationships
- Plans revenue generation according to sponsorship goals and fundraising campaigns
- Executes fundraising activities such as bake sales, car washes, ticketed social events, and others
- Works with the VP Communications to create a sponsorship package or sponsorship strategy
- Seeks guidance from the BCIT faculty and BCITSA staff on pursuing sponsorship goals
- Strategizes with the executive board about innovative revenue streams