

# *CWU Collegiate Sport Clubs*

## **Officer Duties**

### **President**

- Acts as the main representative for their club when dealing with the Sport Club Staff, publicity, recruitment, and administration
- Other officers report to the president, it is the responsibility of the president to make sure that all officers are performing their duties
- Acts as liaison between the club and the Sport Club Staff
- Assists the Sport Club Coordinator on all disciplinary issues that arise with the club
- Attend monthly Collegiate Sport Club Council Meetings
- Ensure all non-university volunteers such as coaches have completed applications and have been approved by the Sport Club Coordinator
- Communicate any potential issues or problems with coaches or instructors (the students are responsible for the actions of their coach)

### **Vice President**

- Assumes the responsibilities of the president when he/she is absent
- Assists other officers with administrative duties
- Ensure all club business materials (league information, financial information, competition and event information) are turned into the Sport Club Coordinator; this includes fundraisers, tournaments, service projects, etc.
- Notify office of all problems or changes in club, facility issues, league issues, practice schedules or competition schedules
- Represent the club by attending meetings with the president and bring information back to the club members
- Take minutes during all club meetings
- Create publicity materials for club events and get them approved by the Sport Club Coordinator
- Coordinate recruiting efforts for the club

### **Treasurer**

- Is responsible for coordinating the financial management of the club
- Records all financial transactions
- Submit budget requests
- Submit annual budget evaluations
- Submit budget requests for additional funding
- Submit purchase requests for equipment and other club expenditures
- Maintain records for club travel expenditures
- Ensure all income including membership dues and any funds raised are properly recorded and submitted according to Collegiate Sport Club procedures
- Maintain records for inventory management

### **Safety Officer**

- Collect waivers and emergency information from each club member
- Submit facility requests, competition schedules and other facility issues
- Complete travel itineraries and other travel information in a timely fashion
- Ensure accident and incident reports are completed and turned into the Sport Club Office
- Report facility issues
- Ensure participants meet eligibility requirements

***NOTE: New officers are required to shadow existing officers for a minimum of six weeks before they may take office.***