

Organizational Structure:

The system you use to create an executive system is up to you, as long as Student Activities has a reliable primary contact and all executives are currently enrolled UNC Asheville students. Below are examples of potential officer roles, however, the system that you choose to set-up should meet the needs and goals of your organization.

President/Chair as a president or chair of a student organization, you have many responsibilities. First and foremost is the overall leadership of the organization. This includes being responsible for the direction and the manner in which you guide your organization. When you take office you will need to:

- ✓ familiarize yourself and your fellow officers with the organization's constitution or statement of purpose. This will keep everyone's eyes on the goals and missions of the organization,
- ✓ be comfortable with the general guidelines of running a meeting,
- ✓ learn to delegate responsibilities effectively,
- ✓ work closely with your group's advisor and with others who might help your organization. Looking toward faculty and administration for leadership tips can be helpful if you find yourself in a tough or confusing situation.

Vice President/ Vice Chair: your role as VP can be challenging and active. You can be a prime moving force in your group's program. It is your job as vice president to:

- ✓ familiarize yourself with your organization's constitution or statement of purpose,
- ✓ have a working knowledge of how to run a meeting so that you can run meeting if the president is not available,
- ✓ devote time to developing programs for the members of your organization,
- ✓ help the president with duties related to overall operation of the organization.

Secretary: your role as secretary is to assist the President and Vice President, and to act as the historian for the organization. Some of your tasks include:

- ✓ keeping and distributing the minutes of the meeting. Always keep copies,
- ✓ keeping accurate lists of membership,
- ✓ doing the correspondence for officers concerning programs and activities,
- ✓ keeping track of when and where group meetings will be held, and letting members know about the meetings,
- ✓ keeping records of goals and accomplishments of your organization. This allows future officers to know what worked and what did not, as well as keeps a sense of history and tradition alive.

Treasurer: to be a treasurer, we ask that you be responsible for the budget and learn basic bookkeeping skills, including basic debit/credits. Some of your tasks may include:

- ✓ Keeping track of all transactions. These records will help keep future administrations informed about the expenditures and budget needs of the organization,
- ✓ Working closely with Student Activities staff to manage the organization's finances, collect and process appropriate paperwork, creating budgets, etc.