

FOSSA-AFFILIATED CLUB STANDARDIZED ROLES

REASON BEHIND STANDARDIZATION: The primary reasons for club role standardization are the following: (1) to ensure that executive roles are not diluted where each role becomes meaningless on resumes and professional applications to graduate school and employment opportunities; (2) each club has a budget of \$2000 so little to no management is needed as compared to FOSSA with a budget of \$100,000+ and a six-member executive team; (3) clubs can still post openings for volunteers to assist with event execution via their own marketing plans or via FOSSA's network.

PRESIDENT:

- Provides leadership and direction to the club organization;
- Understands and adheres to the Student Union Guidelines;
- Presides at meetings of the club and oversees the activities of the executive body;
- Coordinates club activities through the executive body and general membership;
- Establishes short- and long-range objectives and goals in conjunction with the other members of the executive team;
- Structures the organization to ensure continuity of leadership by providing opportunities for new leaders to develop and to be mentored;
- Has overall financial responsibility for the club;
- Approves all club communications;
- Maintains regular contact with the VP of Clubs and Association of FOSSA; and
- Aids in hiring the executives of that team.

VICE PRESIDENT:

- The vice president of the club plays a very important role in the life of the club. Typically, the vice president will succeed the current president therefore must be fully engaged in all aspects of club activities.
- Presides at meetings in the absence of the president;
- Coordinates programs with the president and the executive team;
- Provides data on previous club events to allow the event chair to benefit from past experience and suggestions for improvement;
- Provides or coordinates information on forthcoming events to the VP of Finance and Administration for inclusion in meeting notices or newsletters;
- Ensures strong leadership succession by identifying and recruiting new club volunteers; and
- Provides mentorship to new officers.

VICE PRESIDENT OF FINANCE & ADMINISTRATION:

- Handles the correspondence of the club and keeps records of it;

- Keeps track of membership and submits it at the end of each quarter to the VP of Clubs of FOSSA;
- Maintains official records of meetings;
- Informs officers of deadlines for reports, mailings, and future commitments;
- Maintains a roster of executives with current address, including email, and telephone information;
- Maintains complete and up-to-date copies of the club's bylaws and other organizational documents;
- Oversees club finances and receives other monies;
- Follows best financial practices as determined by Students' Union;
- Completes and submits reimbursements;
- Assists the president in preparing program budgets and financial controls;
- Maintains and supervises club bank accounts;
- Ensures that adequate budget and financial controls are maintained; and
- Pays all club bills on time.

VICE PRESIDENT OF MARKETING & COMMUNICATIONS:

- Publicizes club activities through email, social media and the club website;
- Works closely with the VP of Finance & Administration to maintain records of correspondences and other information;
- Finds ways to use technology to improve organization's operations (e.g., communications and outreach); and
- Develops and maintains club website and social media sites.

VP OF EVENTS:

- Collaborates with other members of the executive team to create and execute exciting, interesting events for the club constituency;
- Plans and executes events including ensuring that bookings for spaces, food, and other event requirements are made in advance;
- Ensures the fiscal viability of all events;
- Maintains a list of events and statistics throughout the year in a created club annual report form;
- Submits attendance list to the executive team for any event; and
- Works closely with the VP of Finance & Administration and the VP of Marketing & Communications.

FIRST-YEAR LIASON:

- Fulfils tasks assigned by the President;
- Markets the club and associated to first year peers;
- Aids in the logistical operation of events; and
- Takes time to learn what each role entails so as to keep the club transition from year to year smooth.

APPROVED BY THE 2015-2016 FOSSA EXECUTIVE TEAM ON APRIL 6, 2016.



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