

Computer Science Club

Leadership Positions and Their Descriptions

There are 2 kinds of leadership roles:

- Primary Officer positions, critical, electable roles: President, Vice President, Secretary, and Treasurer
- Supportive roles assigned/suggested by the Primary Officers: Public Relations, Events, and Webmaster

Note: The following responsibilities include but are not limited to:

Duties of the Primary Officer positions:

(We will be electing these positions at the first meeting of the Spring 2016 semester on January 29th @ 12:30pm, H245.)

President:

- Principal leader of the club. Provides leadership and direction to club organization.
- Has final say for any discrepancy or disagreements in any leadership decisions.
- Delegates responsibilities and work out to the other leaders.
 - Keep a shared “ToDo” Google Doc with things that need to be done.
- Lead the other officers and help them successfully fulfill their goals and responsibilities pertaining to the Club.
- Closely work with the Vice President.
 - Meet with Vice President weekly, in person or online.
 - Discuss matters privately and always try to improve each other.
- Serve as the liaison between the Club and relevant organizations such as the SBCC Computer Science Department and SBCC Associate Student Government.

Vice President:

- Exercise presidential duties in absence of the President.
- Delegates responsibilities and work out to the other leaders.
- Lead the other officers and help them successfully fulfill their goals and responsibilities pertaining to the Club.
- Closely work with the President.
 - Meet with President weekly, in person or online.
 - Discuss matters privately and always try to improve each other.
- Serve as the liaison between the Club and relevant organizations such as the SBCC Computer Science Department and SBCC Associate Student Government.
- Regularly check and add things to the “ToDo” Google Doc and delegate.

Secretary:

- Maintains records of Club Meetings, Officer Meetings, and Events.
 - Written and in pictures.
 - Keeps this information neatly organized on Google Docs/Drive for easy access by everyone.
- Informs officers of deadlines and commitments.
- Keeps the “Official CS Club Schedule” Google Calendar updated.
- Closely coordinates the sending of the Newsletter with the Public Relations.
- Regularly check and add things to the “ToDo” Google Doc and delegate.

Treasurer:

- Oversees club finances, collects dues, and receives other monies.
- Ensure that the Club effectively utilizes monetary and campus resources to carry out its activities.
- Record useful data such as event attendance, statistics, membership roster, alumni contact info etc.
- Brainstorm for fundraising ideas, and implement known fundraising techniques.

All Primary Officers:

- Attend Club Meetings (bi-weekly), Officer Meetings (bi-weekly, in person or online)
- Create/find content for bi-weekly meetings.
- Go to classrooms and working closely with the professors in the department to keep them updated on our events so they can tell their students. (Preferably we go to the classrooms ourselves)

Duties of the Supportive positions:**Public Relations:**

- A social position that requires communication to the student body on behalf of the club.
- Works closely with Secretary, Events and Webmaster to promote upcoming events.
- Closely coordinates the sending of the Newsletter with the Secretary.
- Advertise for club events and opportunities through:
 - Social media, Newsletter, posters
 - Going to classrooms and speaking
 - Working closely with the Webmaster to advertise on the website.
 - Talking to students and asking them if they know about the events.
 - Working closely with the professors in the department to keep them updated on our events so they can tell their students.

Events:

- Keep up communication with the student body to see what kind of events people want.
- Schedule these events with the CS Department, the Scheduling Office, and Special Events, and the Student Life Office (Amy Collins).
 - Figure out the location, time and date.
 - Be understanding of which times are best for the most students.
 - Work closely with the Treasurer for budgeting of the event.
- Advertise for club events and opportunities through working closely with Public Relations and helping with:
 - Social media, Newsletter, posters
 - Going to classrooms and speaking
 - Working closely with the Webmaster to advertise on the website.
 - Talking to students and asking them if they know about the events.
 - Working closely with the professors in the department to keep them updated on our events so they can tell their students.
- Works closely with Secretary, Public Relations and Webmaster to promote upcoming events.

Webmaster:

- Work closely with the other Officers to update the website.
- Add functionality and anything else that is wanted or needed and feasible.