Responsibilities

- Serve in a leading partnership with the president and/or fill in when the president must be absent from meetings or events.
- Coordinate meeting arrangements.
  - Schedule room, date, time, and advertisement of meetings.
  - The CMU will put a letter in the student organization mailboxes announcing when room reservation scheduling is open. Make reservations early each semester to ensure availability.
- At the beginning of the year, send a schedule of the meeting dates to each member of the student organization.
- Advertise events throughout campus and the community through a variety of sources including many free and low-cost options on campus.
  - Assist the secretary in creating any publicity fliers or banners. The Activities Resource Center (ARC) is available for student use.
- Arrange for speakers and other guests for events.
  - Introduce speakers and guests at meetings and events.
  - Professionals are busy individuals and often require 4-8 weeks advance notice. Once they have verbally confirmed their attendance send them a letter or email including the date, time, place, and topic agreed upon. Include directions, a map, and/or a parking pass if the individual is unfamiliar with MSUM’s campus.
  - Arrange for one of the student organization’s members to personally meet the speaker(s) at the building entrance and escort them to the meeting or event location.
  - Send a handwritten thank you letter (not email) within one week. This shows the student organization’s gratitude as well as increases the likelihood that the individual would be willing to return for a future event.
- Inform succeeding officers of their responsibilities within the student organization.

Suggestions

- Attend the Annual Student Organization Assembly in the fall.
- Develop relationships with other student organizations.
  - This could lead to co-sponsorship of an event. Example: Dragon Entertainment Group
- Post your events and meetings on the OSA event calendar.
- Attend Take the Lead sessions.
- Attend Leading the Way sessions.
- Nominate for Student Organization Advisor, Student Leader, and Student Organization of the Month through the OSA.
- Join a committee.
  - Student Organization Advisory Committee (SOAC)
  - Student Activity Budget Committee (SABC)
- Annual Student Organization Registration