



CLUB SPORTS OFFICER RESPONSIBILITIES

Office of Recreation and Wellness

Department of Health and Recreation

All Officers

- Responsible for understanding all Club Sports policies and procedures outlined in the [Club Sports Manual](#).
- Responsible for relaying information between the Club Sports Office and the Club.
- Attends mandatory officer trainings.
- Responsible for the administrative responsibilities of the club.

President

- Responsible for understanding all Club Sports Policies and Procedures outlined in the Club Sports Manual.
- Responsible for relaying information between the Club Sports Office and the Club.
- Attends mandatory officer trainings.
- Responsible for being aware of all club activity, the club's main point of contact.
- Conducts regular executive board meetings with club officers.
- Responsible for ensuring all other executive board members are doing their jobs.
- Responsible for delegating assignments to officers as appropriate including but not limited to:
 - o Coordinate club events
 - o Engage event creations
 - o Hire Event Personnel
 - o Result Submissions
 - o Class Excuse Forms
 - o Social Media updated monthly
 - o Website up-to-date
 - o Roster up-to-date
 - o End of Semester Reports
 - o End of Year Reports
 - o Election Report
 - o Allocation Request
 - o Grant Requests
 - o Award Nominations
 - o CSC Nominations

Vice President

- Responsible for understanding all Club Sports Policies and Procedures outlined in the Club Sports Manual
- Attends mandatory officer trainings.
- Responsible for conducting meetings in the President's absence.
- Responsible for completing tasks assigned by President.
- If the club doesn't have a Marketing Chair, Community Service chair, and/or an Alumni Relations Chair, then the VP will be responsible for the club's marketing, coordinating community service events and connecting with alumni.

Treasurer

- Responsible for understanding all Club Sports Policies and Procedures outlined in the Club Sports Manual
- Responsible for having a thorough understanding of the Club Sports financial policies.
- Attends mandatory officer trainings.
- Responsible for the club's financing and making sure the club does not spend more money than they have
- Responsible for creating club fundraisers, if the club does not have a Fundraising Chair
- Responsible for updating the Budget Sheet at least once a month
 - Should be updated every time a club financial transaction occurs
- Responsible for all club financials, including but not limited to:
 - Reimbursements
 - Vendor payments
 - Travel bookings
- Responsible for submitting the Allocation request at the end of the Spring Semester.

Safety Officers

- Responsible for understanding all Club Sports Policies and Procedures outlined in the Club Sports Manual
- Attends mandatory officer trainings.
- Must be certified in FA/CRP/AED
- Must take the Club Sports Required Concussion Education Training
- Must be present at club events
- Make sure all members have signed their waiver
- Aware of the locations of Medical Equipment at playing facilities
- Responsible for the maintenance of the club's medical kit
- Responsible for documenting Club Member injuries through the Accident Report Form
- Responsible for documenting incidents through the Incident Report
- Aware of all club members with allergies & Medical Conditions and reminding them to bring proper medications to club events

Recommended Officer Positions (1 required):

- Secretary
- Marketing Chair
- Sponsorship Chair
- Alumni Relations Chair
- Community Service Chair
- Fundraising Chair
- Faculty/Staff Advisor
- Other, determined by Club- must be approved by Club Sports Office and CSC