

# Delegation Leadership Team

***Elected officers are expected to attend our leadership retreat held during the summer. Dates TBD.***

## **Elected In February/March (to serve through the following year):**

**President** - Expected time commitment per week (excluding meetings): 2 hours

Main Duties & Responsibilities:

- Sets meeting agendas
- Coordinates with advisors on meeting logistics
- Encourages delegation participation in activities, applying for elected/appointed office/etc
- Monitors bill and proposal progress
- Plans and attends to calendar events and program deadlines
- Attends extra sessions at conferences

Traits, Characteristics, Experience, or Training that would help this officer be effective:

- Keeps up with communication(email, groupme, etc)
- Initiative
- Punctual
- Good attendance
- Charismatic
- Proficiency with Parliamentary Procedure
- Diligent

Other notes: Works closely with advisors and monitors Delegation of Distinction criteria compliance.

**Vice President** - Expected time commitment per week (excluding meetings): 90 minutes

Main Duties & Responsibilities:

- Assists President with duties in meetings and at conferences
- Brainstorms ideas for delegation volunteering and social events
- Attends meetings and speaks on delegation matters

Traits, Characteristics, Experience, or Training that would help this officer be effective:

- Sufficient knowledge of Parliamentary Procedure
- Punctual
- Good attendance
- Diligent

Other notes: Must be a good example for other delegates and be attentive and informative during meetings

**Secretary** - Expected time commitment per week (excluding meetings): 60-90 minutes

Main Duties & Responsibilities:

- Take notes at meetings
- Serve as parliamentarian
- Delegation activity planning
- Create newsletters

- Bill organizing

Traits, Characteristics, Experience, or Training that would help this officer be effective:

- Writes legibly
- Can multi-task
- Open-minded
- Good time management skills

**Chaplain-** Expected time commitment per week (excluding meetings): less than 60 min.

Main Duties & Responsibilities:

- Deliver a speech before every conference
- Systematic quotations (text, email, etc)
- Closing remarks

Traits, Characteristics, Experience, or Training that would help this officer be effective:

- Positive Attitude
- Able to talk to crowds
- Creative
- Charismatic

Other notes: "Don't be dull"

### **Media Manager**

Main Duties & Responsibilities:

- Keep delegation updated
- Takes lots of photos
- Updates social media accounts (under supervision of advisors)
- Follows internet safety protocol
- Puts together slide show

Traits, Characteristics, Experience, or Training that would help this officer be effective:

- Photography Skills
- Internet and social media skills
- Familiarity with technology

Expected time commitment per week (excluding meetings): 60 minutes

**Sergeant-at-Arms -** Expected time commitment (excluding meetings): Meetings only

Main Duties & Responsibilities:

- Keeping people quiet
- Maintaining decorum
- Keeping order
- Giving messages

Traits, Characteristics, Experience, or Training that would help this officer be effective:

- Authoritative
- Leadership experience
- Maturity