

THE ROLE OF THE PRESIDENT



While every member of the Executive Committee is accountable for your club's management, it is the President's role to be **the club's ambassador, ensure everyone understands the requirements of their roles, chair club meetings, and to help set the direction of the club.**

Who can be President?

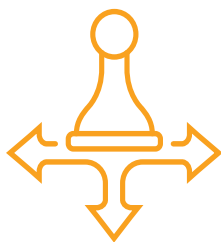
- Anyone who is interested in leading the club to success can take on the role of President.
- An effective President is someone who can think **BIG PICTURE!**

The role is easy to learn and easy-to-follow guides are available at: cprgroup.com.au/sen

Benefits of being President

- The President is an **exciting** and **empowering** leadership role.
- As President, you can **share your ideas** for the future and craft signature events that play a vital role in the club's success.
- The President is the **ambassador** for the club, and frequently interacts with members and supporters.
- The President provides **stability, direction** and **guidance** to the Executive Committee and the club in general.
- As President, you will learn **valuable skills** in public speaking, people management, strategic planning and meeting protocols that can improve your employability!

Why is the role of the President important?



- Each club at requires strong governance through its constitution, policies and strategic direction.
- The President is there to ensure the club runs smoothly, and provides guidance and direction to its members.

What does the President do?

The following roadmap shows the steps the President should take throughout the year:

AT THE START:

- Step 1:** Familiarise yourself with the club's constitution and policies.
- Step 2:** Meet people! Introduce yourself to club members and your student association and make friends.
- Step 3:** Learn about the strategic direction of the club and think about what you would like the club to achieve and the events and activities you would like the club to hold during your time as President.



Helpful tip

While you are in the role, start to think about which members may be good future Executive Committee members for your club, and start to prepare them to take on a role.

DURING THE YEAR:

- Step 1:** Help the other Executive Committee members understand their roles. Delegate tasks as necessary and assist everyone to achieve the club's goals and hold signature events throughout the year.
- Step 2:** Meet frequently with club members and supporters throughout the year, to understand what they really want from the club. This is how you play the role of club ambassador.
- Step 3:** Chair Executive Committee meetings and general meetings and ensure they run efficiently. Provide direction to members as needed and ensure the club is working towards its strategic goals.

AT THE END:

- Step 1:** Prepare your President's annual report, including successes, messages of thanks and ideas for the future.
- Step 2:** Present your annual report to members at the club's AGM, including any recommendations for the next year.
- Step 3:** Provide a handover to the incoming President, showing them where to access the club's constitution and policies. Give an overview of the strategic direction of the club and share what you've learned during your time as President.



Make a difference!

Following the simple steps in this guide will help bring purpose and effectiveness to the role of President. Your Executive Committee can guide and support you to learn the role. So get in, give it a go and have fun!

THE ROLE OF THE VICE PRESIDENT



The Vice President's role is to **be the assistant leader of the club, the understudy of the President and deputy chairperson for club meetings, and to help set the direction of the club.**

Who can be Vice President?

- Anyone who is interested in leading the club to success can take on the role of Vice President.
- An effective Vice President is someone who can work collaboratively and keep an eye on the **BIG PICTURE!**

The role is easy to learn and easy-to-follow guides are available at: cprgroup.com.au/sen

Benefits of being Vice President

- The Vice President is an **important leadership** role, working closely with the President.
- As Vice President, you are the **assistant leader** of the club and can help shape the signature events that play a vital role in the club's success.
- The Vice President should be a **sounding board** for the President, to discuss ideas and challenges as the club makes new plans.
- The Vice President keeps an eye on the club's **strategic direction** and ensures that everything is in place to achieve the club's purpose and goals.
- As Vice President, you will learn **valuable skills** in public speaking, people management, strategic planning and meeting protocols that can improve your employability!

Why is the role of the Vice President important?



- Each club requires strong governance through its constitution, policies and strategic direction. Many clubs find it helpful to have a Vice President to bring more fresh ideas to the Executive Committee.
- The Vice President assists the President in ensuring the club runs smoothly and provides a crucial leadership role to the club's members.

What does the Vice President do?

The following roadmap shows the steps the Vice President should take throughout the year:

AT THE START:

- Step 1:** Familiarise yourself with the club's constitution and policies.
- Step 2:** Meet with the President to learn about the events and activities the Executive Committee has planned for the year ahead and how you can assist them to keep the club moving in the right direction.
- Step 3:** Write down a simple plan that sets out the planned events and activities for the year, as well as ideas for future years.



Helpful tip

While you are in the role, start to think about which members may be good future Executive Committee members for your club, and start to prepare them to take on a role.

DURING THE YEAR:

- Step 1:** Monitor the club's plans and upcoming events and ensure everyone is moving in the right direction.
- Step 2:** Provide a sounding board for the President to share ideas and challenges. Learn the key responsibilities of the President.
- Step 3:** Assist the President where needed and carry out their duties in their absence, including chairing Executive Committee meetings and general meetings.

AT THE END:

- Step 1:** Assist the President to prepare their annual report and help the Executive Committee prepare for the AGM.
- Step 2:** Consider if you are ready and interested in the role of President, and if you are, put in a nomination to be elected.
- Step 3:** Provide a handover to the incoming Vice President, showing them where to access the club's constitution and policies. Give an overview of the strategic direction of the club and share what you've learned from your time in the role.



You can do it!

Following the simple steps in this guide will help bring purpose and effectiveness to the role of Vice President. Your Executive Committee can guide and support you to learn the role. So get in, give it a go and have fun!

THE ROLE OF THE TREASURER



While every member of the Executive Committee is accountable for your club's financial management, it is the Treasurer's role to **prepare the club's budget, monitor financial performance, keep financial records and provide financial reports at meetings.**

Who can be Treasurer?

- Anyone who is interested in seeing your club succeed can easily take on the role of Treasurer.
- You don't have to be an accountant or a business student to be a great Treasurer!

The role is easy to learn and easy-to-follow guides are available at: cprgroup.com.au/sen

Benefits of being Treasurer

- The Treasurer is a **rewarding** and **empowering** role.
- As Treasurer, you can be **creative** in how you recommend that your club should spend money and contribute to crafting signature events.
- The Treasurer provides **guidance** for how your club should allocate funding to enrich the University experience for your fellow students.
- As Treasurer, you will learn **valuable skills** in financial management and reporting that can improve your employability!



Why is the role of the Treasurer important?



- Clubs may be allocated SSAF¹ funding, and there are rules that govern how SSAF funding must be spent.
- The financial records that Treasurers need to keep therefore demonstrate that your club is 'doing the right thing' in allocating funding for the benefit of students.

¹ Student Services and Amenities Fee

What does the Treasurer do?

The following roadmap shows the steps the Treasurer should take throughout the year:

AT THE START:

Step 1: Read through the Financial Management chapter at cprgroup.com.au/sen

Step 2: Familiarise yourself with the club's previous financial reports.



DURING THE YEAR:



Step 1: Design and submit budget and payment requests as needed to make purchases and run events.

Step 2: Keep the club's financial records up to date.

Step 3: Attend Executive Committee meetings and General Meetings and provide an update to members at each meeting on the club's financial position.

AT THE END:

Step 1: Prepare an annual report on the club's finances.

Step 2: Present your annual report to members at the club's AGM, including any recommendations for the next year.

Step 3: Provide a handover to the incoming Treasurer, showing them where to access the club's existing financial information and where to go for help.



You can do it!

Following the simple steps in this guide will make being the Treasurer easy and rewarding. Your Executive Committee can guide and support you to learn the role. So get in, give it a go and have fun!

THE ROLE OF THE SECRETARY



While every member of the Executive Committee is accountable for your club's administration, it is the Secretary's role to **coordinate meetings, manage club communication, maintain club records, and ensure the club meets its reporting obligations.**

Who can be Secretary?

- Anyone who has strong organisational skills can successfully take on the role of Secretary.
- You don't have to be an administrative genius or a business student to be a great Secretary!

The role is easy to learn and easy-to-follow guides are available at: cprgroup.com.au/sen

Benefits of being Secretary



- The Secretary plays a **crucial role** in the club's success by providing administrative and organisational support to the club and its Executive Committee.
- As Secretary, you can **be creative** in communicating club messaging on social media and online platforms.
- As Secretary, you will learn **valuable skills** in meeting protocols, administrative support and communication methods that can improve your employability!

Why is the role of the Secretary important?

- Clubs may be allocated SSAF funding, so the Secretary works with the Treasurer and the other members of the Executive Committee to ensure the club meets its reporting obligations.
- The Secretary maintains club records and implements meeting protocols to help the club run smoothly.



What does the Secretary do?

The following roadmap shows the steps the Secretary should take throughout the year:

AT THE START:

- Step 1:** Familiarise yourself with good meeting procedures and agenda and minutes templates.
- Step 2:** Familiarise yourself with the club's previous meeting minutes and liaise with the President to establish suitable locations and frequencies for Executive Committee meetings and general meetings.



Helpful tip

While you are in the role, start to think about which members may be good future Executive Committee members for your club, and start to prepare them to take on a role.

DURING THE YEAR:

- Step 1:** Coordinate Executive Committee meetings and general meetings, by issuing meeting notices, preparing agendas (in collaboration with the President), taking minutes during meetings, and following up on action items between meetings.
- Step 2:** Maintain club records, including the club's members and officers list, as well as important club information such as meeting minutes.
- Step 3:** Manage club communication including correspondence, emails and social media.

AT THE END:

- Step 1:** Work with the President to draft the AGM agenda and distribute it to members. Organise the AGM location and prepare relevant AGM documents (such as the AGM notice and agenda).
- Step 2:** Ensure the AGM runs according to good meeting procedures, including finalising the election process of incoming Executive Committee members.
- Step 3:** Provide a handover to the incoming Secretary, showing them where to access the club's existing records, such as meeting minutes, strategic plans and annual reports.

You got this!

Following the simple steps in this guide will make being the Secretary easy and rewarding. Your Executive Committee can guide and support you to learn the role. So get in, give it a go and have fun!