Tab 4: STUDENT LEADERS ROLES AND RESPONSIBILITIES

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Tab 4: STUDENT LEADERS ROLES AND RESPONSIBILITIES

1. STUDENT ORGANIZATION

   a. PRESIDENT

   **STUDENT ORGANIZATION OF KEAN UNIVERSITY**

   **President**

   The President is responsible for ensuring that the Executive Board and its eight (8) Officers: are aware of and fulfill their responsibilities; comply with applicable policy and procedure; conduct business effectively and efficiently; and are accountable for their performance. In order to fulfill these responsibilities and abide by the organization’s policies and procedures, the President presides over meetings, proposes policies and practices, sits on various committees, monitors the performance of all Executive Board Officers, proposes the creation of committees; and performs other duties as the need arises.

   **President’s Role and Responsibilities:**
   1. Meet or speak with Director, or designee, at least weekly to report on individual and Executive Board progress
   2. Is the face of the organization
   3. Is ultimately, but not solely, responsible for organizational successes and shortcomings
   4. Is current on what all Executive Board Officers are working on at all times
   5. Trains the Executive Vice President about the Presidential Role and Responsibilities in the case of their absence
   6. Regularly consults with all Executive Board Officers on their roles and helps them assess their performance
   7. Guides, Develops, Supports, Advises, and Encourages all Executive Board Officers
   8. Provides tools, information and assistance to all Executive Board Officers to ensure they are successful in their positions
   9. Oversees and confirms that all Executive Board Officers fulfill their position responsibilities
   10. Manages and leads all Executive Board Officers to effectively promote executive board goals and objectives
   11. Works in partnership with all Executive Board Officers to ensure Student Organization’s mission is being carried out
   12. Works with Executive Board Officers, specifically Class Presidents, to ensure that student concerns, issues, suggestions and needs are being addressed
   13. Provides leadership and direction to the Executive Board at all times
   14. Chairs Executive Board and Council meetings and ensures that they function effectively
15. Ensures Executive Board Officers deliver accurate and up-to-date reports on what they are working on at Executive Board and Council Meetings
16. Periodically reviews the performance of the Executive Board as a whole and of Student Organization as a whole and assesses its effectiveness in servicing the students
17. Sets tone for the Executive Board
18. Incorporates innovation and originality in improving the organization’s and the Executive Board’s effectiveness in its performance
19. Ensures programs are successful through effective delegation, management, and publicity
20. Creates a culture of positivism, hard work, dedication and excellent service
21. Sits on and co-chairs several committees (Homecoming, Concert, etc...) as needed by organization
22. Attends meetings with students and administrators as deemed necessary
23. Annually reviews Policies and Procedures Manual with Director
24. Attends and participates in Student Leadership Council
25. Is available on a daily basis to approve and sign requisitions
26. Calls special meetings or task forces if necessary
27. Is in constant communication with the students making them aware that their student government is available to them, hearing any suggestions and concerns
28. Makes sure student suggestions and concerns are addressed
29. Ensures committees have Student Org. Council or Executive Board Officer representation through voluntarism or appointment
30. Works with Director and Treasurer on budget
31. Meets with GPSC President to discuss joint projects and programs
32. Serves on Student Government Advisory Board
33. Serves as chair of Judicial Affairs Committee
34. Responsible for updating collegiate link in the event that appointed Executive Board Officer cannot
35. Serves as a liaison between the students and the administration
36. Works with Executive Board on developing and organizing one community service project per semester

Executive Board Team Duties:

1. Conducts and Promotes professionalism in language and behavior, on and off campus, at all times
2. Works closely with Director or Managing Assistant Director
3. Reports to Executive Board and Council on current projects and issues they are working on
4. Attends and participates in meetings (Executive Board, Council, Agenda, other meetings as deemed necessary) on a regular basis
5. Regularly participates in the planning, preparation and execution of events and programs
6. Attends mandatory trainings
7. Reviews agendas and supporting materials prior to board and committee meetings
8. Reports office hours to the Office of Student Government Secretary at the beginning of each semester
9. Maintains and posts regular office hours
10. Serves the position no less than 14 hours a week in office hours
11. Maintains up to date timesheets for office hours
12. Carries out all other duties as assigned by Director or Managing Assistant Director
13. Understands and communicates the organization’s mission, services, policies and programs and upholds a personal commitment to its goals and objectives
14. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
15. Serves on committees as needed
16. Gets to know other committee, council, and general student body members to build respectful working relationships that contribute to the success of the organization
17. Shows attention to detail – checking accuracy and the quality of work
18. Abides by Kean University policies and procedures including but not limited to student code of conduct
19. Engages student body in order to recruit new Officers, Representatives, and volunteers
20. Contributes to program planning and evaluation of Student Org.
21. Trains successor in order to ensure organization’s success
22. Serves as spokesperson concerning the organization and its student body
23. Shows enthusiasm in position and emits a positive attitude
24. Promote the organization and its events at all times
25. Assists Student Org. office staff as needed
26. Ensures that personal relationships do not interfere with daily business
27. Updates USB and submits accomplished work to Director or Managing Assistant Director on a monthly basis

Characteristics to Consider:

- Ability to: listen, analyze, think clearly and creatively, work well with people individually and in a group, treat staff and students with respect at all times, be a team member
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, including but not limited to: learning more about the substantive program area of the organization, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, and concern for your nonprofit's development
b. EXECUTIVE VICE PRESIDENT

STUDENT ORGANIZATION OF KEAN UNIVERSITY

Executive Vice President

The Executive Vice President is responsible for initiating conversations with students about how the organization can better serve their needs and can make more effective use of their time and institutional resources. Function in ways that recognize students benefit from many and varied experiences during their years at the university and that learning and personal development are cumulative, mutually shaping processes that occur over an extended period of time in many different settings. The Executive Vice President must work to make "seamless" the inside and outside class activities of students. These activities are often perceived by students to be disjointed, unconnected experiences. The Executive Vice President should address these perceptions by bridging organizational boundaries. This Vice President must also understand the Presidential responsibilities and be able to perform these duties in the President’s absence.

Executive Vice President’s Role and Responsibilities:

1. Chairs and ensures representation on Student Affairs Advisory Board
2. Oversees the other three Vice Presidents and serves as a median between the President and these officials
3. Works closely with President and Class Presidents
4. Maintains constant communication with Class Presidents and Student Affairs Advisory Board in regards to any student concerns they are aware of and ensures they are being addressed properly
5. Provides necessary information and guidance to Class Presidents and/or Class Executive Board Officers to ensure proper guidance to representatives, functionality of the class, programming proficiency and rapidity in addressing all student concerns pertaining to their class and their assigned areas
6. Periodically meets with Class Presidents to ensure they are performing to the best of their ability
7. Oversees the Classes in inputting their reservations and inputs reservations for Classes if necessary
8. Serves as a liaison between the administration and the students
9. Is available to serve on Student Government Advisory Board
10. Collaborates with GPSC Vice President of Graduate Student Affairs and GPSC Vice President of Part-time Student Affairs on joint student concerns
11. Works closely with Student Org. VP of Kean at Ocean on student issues and concerns at Ocean County College
12. Attends meetings with administrators and students as deemed necessary by Director or President
13. Reports back to Executive Board and Council at all times regarding issues, concerns, and suggestions that are being addressed
14. Reports all business to the Student Org. President and Director
15. Demonstrates innovation and utilization of a variety of resources in fulfilling position duties, organizational goals and student needs
16. Assesses effectiveness of programs, services, communication methods and assessments
17. Interacts with students on a daily basis
18. Utilizes student experiences to enhance the educational, social, cultural and student affairs services the organization provides
19. Works with President in developing and organizing at least one community service project per semester
20. Meets with President on a regular basis in order to fully understand the responsibilities of the President and be able to perform these duties in the President’s absence

Executive Board Team Duties:

1. Conducts and Promotes professionalism in language and behavior, on and off campus, at all times
2. Works closely with Director or Managing Assistant Director
3. Attends and participates in meetings (Executive Board, Council, Agenda, other meetings as deemed necessary) on a regular basis
4. Regularly participates in the planning, preparation and execution of events and programs
5. Attends mandatory trainings
6. Reviews agendas and supporting materials prior to board and committee meetings
7. Reports office hours to the Office of Student Government Secretary at the beginning of each semester
8. Maintains and posts regular office hours
9. Serves the position no less than 12 hours a week in office hours
10. Carries out all other duties as assigned by Director or Managing Assistant Director
11. Understands and communicates the organization’s mission, services, policies and programs and upholds a personal commitments to its goals and objectives
12. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
13. Serves on committees as needed
14. Gets to know other committee, council and general student body members to build respectful working relationships that contributes to the success of the organization
15. Shows attention to detail -- checking accuracy and quality of work
16. Abides by Kean University policies and procedures including but not limited to student code of conduct
17. Engages student body in order to recruit new Officers, Representatives, and volunteers
18. Contributes to program planning and evaluation of Student Org.
19. Trains successor in order to ensure organization’s success
20. Serves as spokesperson concerning the organization and its student body
21. Shows enthusiasm in position and emits a positive attitude
22. Assists Student Org. office staff as needed
23. Ensures that personal relationships do not interfere with daily business
24. Updates USB and submits accomplished work to Director or Managing Assistant Director on a monthly basis
Characteristics to Consider:

- Ability to: listen, analyze, think clearly, and creatively, work well with people individually and in a group, treat staff and students with respect at all times, be a team member
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, including but not limited to: learning more about the substantive program area of the organization, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, and concern for your nonprofit's development
c. VICE PRESIDENT OF FUNDED GROUPS

STUDENT ORGANIZATION OF KEAN UNIVERSITY

Vice President of Funded Groups

The Vice President is responsible for making sure all Funded Groups are programming, not just for their group, but for the entire student population. Their programming must reflect and promote their group’s mission while servicing the Kean population. The Vice President oversees the logistics of Funded Group operations, assuring they are effective and successful.

Vice President of Funded Groups’ Role and Responsibilities:

1. Reports all business to the President and Director
2. Assures that all Funded Groups are in good standing by the University -- completing at least one community service project per year
3. Ensures all Funded Groups are functioning to their full capacity and programming accordingly
4. Assists Funded Groups with conflict resolution
5. Encourages leadership development and professional growth in Funded Groups
6. Organizes Funded Group Elections for open positions
7. Develops, Monitors, and Maintains effective membership in all Funded Groups
8. Maintains all Funded Group names, descriptions, membership lists and minutes in an organized and concise manner
9. Provides necessary information and guidance to all of the Funded Groups’ Executive Board Officers and General Body members in order to make sure responsibilities are met
10. Assesses all Funded Groups’ Presidents’ and Treasurers’ to ensure they are performing their responsibilities
11. Increase accountability of Funded Group Executive Board and Council in order to ensure their group is successful and responsibilities are met
12. Enhance Funded Groups’ ability to self evaluate and reflect on their performance
13. Communicates with Office of Student Government Director or Managing Asst. Director to ensure Funded Groups, suggestions or concerns are being addressed
14. Is in constant communications with Funded Group Advisory Board to ensure that Funded Groups are performing to their best ability
15. Organizes and chairs Funded Group Forum
16. Reports back to Executive Board and Council at all times regarding funded groups
17. Ensures a member from each Funded Group reports to Council at least once per semester
18. Maintains, organizes, and tracks inventory of all equipment and supplies purchased by Student Organization’s Funded Groups
19. Oversees the Funded Groups in inputting their reservations and inputs reservations for Funded Groups if necessary
20. Communicates all business to Funded Groups
21. Annually reviews with Treasurer’s Office applicants for New Funded Groups
22. Works closely with Funded Group Officers and Director
23. Is available to serve on Student Government Advisory Board

Executive Board Team Duties:

1. Conducts and Promotes professionalism in language and behavior, on and off campus, at all times
2. Works closely with Director or Managing Assistant Director
3. Works closely and reports regularly to President of Student Org.
4. Attends and participates in meetings (Executive Board, Council, Agenda, other meetings as deemed necessary) on a regular basis
5. Regularly participates in the planning, preparation and execution of events and programs
6. Attends mandatory trainings
7. Reviews agendas and supporting materials prior to board and committee meetings
8. Reports office hours to the Office of Student Government Secretary at the beginning of each semester
9. Maintains and posts regular office hours
10. Serves the position no less than 12 hours a week in office hours
11. Maintains up to date timesheets for office hours
12. Carries out all other duties as assigned by Director or Managing Assistant Director
13. Understands and communicates the organization’s mission, services, policies and programs and upholds a personal commitment to its goals and objectives
14. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
15. Serves on committees as needed
16. Gets to know other committee, council and general student body members to build respectful working relationships that contribute to the success of the organization
17. Shows attention to detail -- checking accuracy and quality of work
18. Abides by Kean University policies and procedures including but not limited to student code of conduct
19. Engages student body in order to recruit new Officers, Representatives, and volunteers
20. Contributes to program planning and evaluation of Student Org.
21. Trains successor in order to ensure organization’s success
22. Serves as spokesperson concerning the organization and its student body
23. Shows enthusiasm in position and emits a positive attitude
24. Promote the organization and its events at all times
25. Assists Student Org. office staff as needed
26. Ensures that personal relationships do not interfere with daily business
27. Updates USB and submits accomplished work to Director or Managing Assistant Director on a monthly basis

Characteristics to Consider:

- Ability to: listen, analyze, think clearly, and creatively, work well with people individually and in a group, treat staff and students with respect at all times, be a team member
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, including but not limited to: learning more about the substantive program area of the organization, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, and concern for your nonprofit's development
Vice President of Programming

The Vice President of Programming is responsible for making sure Kean University is given social, cultural, and educational opportunities beyond the classroom experience at little to no cost. This VP must understand that the wide array of interests and needs the Kean University students have and be able to effectively distribute money to program for the student population. The Vice President of Programming secures diverse representation on Programming Board and manages the effective implementation of all Student Org. programs.

Vice President of Programming’s Role and Responsibilities:

1. Prior to requisition deadlines, surveys a wide array of students on what programs they would like to see on campus during the current fiscal year.
2. Ensures the Programming Board’s programs are in accordance with student responses on surveys.
3. Chairs and Organizes Programming Committee.
4. Holds both brainstorming and working meetings regularly prior to requisition deadlines to discuss and finalize details for all Fall, Spring, and Summer programs.
5. Fills out all necessary paperwork associated with programs and/or distributes tasks among Programming Committee members to ensure passed programs are pursued
   1. Develops spreadsheets of programs (description, cost, date, time, place) to be passed at Executive Board and council.
   2. Sets up various committees associated with programming to ensure programs are successful (promotions, photography, decorations, food service, etc).
   3. Oversees the committee work for each program.
   4. Maintains all the names and contacts of programming committee members.
   5. Assigns secretary to take minutes for each meeting and distributes minutes to Director, or designee.
   6. Ascertains University wide representation on programming committee through eliciting students from different majors, extracurricular activities and hobbies.
   7. Removes and replaces committee members who are not meeting their responsibilities
   8. Annually evaluates committee’s effectiveness with committee members
   9. Works closely with and reports all business to the Student Org. President and Director
10. Works closely with Treasurer to ensure programs are fiscally responsible and sufficient money is allocated in the budget to allow for programs planned.
11. Reports to Programming Board budget allotments, given by Treasurer, for programs prior to each meeting.
12. Demonstrates innovation and utilization of a variety of resources in creating and managing programs
13. Ensures programs are servicing a wide variety of student’s interests and needs.
14. Ensures all students (i.e. commuter, resident, and night) have ample opportunities to take advantage of Student Organization programs.
15. Is available to serve on Student Government Advisory Board
16. Works closely with Director, or designee on creation, management and promotions of programs
17. Works closely with VP of Kean at Ocean to ensure programs are being planned and properly managed at OCC

Executive Board Team Duties:

28. Conducts and Promotes professionalism in language and behavior, on and off campus, at all times
29. Works closely with Director or Managing Assistant Director
30. Works closely and reports regularly to President of Student Org.
31. Attends and participates in meetings (Executive Board, Council, Agenda, other meetings as deemed necessary) on a regular basis
32. Regularly participates in the planning, preparation and execution of events and programs
33. Attends mandatory trainings
34. Reviews agendas and supporting materials prior to board and committee meetings
35. Reports office hours to the Office of Student Government Secretary at the beginning of each semester
36. Maintains and posts regular office hours
37. Serves the position no less than 12 hours a week in office hours
38. Maintains up to date timesheets for office hours
39. Carries out all other duties as assigned by Director or Managing Assistant Director
40. Understands and communicates the organization’s mission, services, policies and programs and upholds a personal commitment to its goals and objectives
41. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
42. Serves on committees as needed
43. Gets to know other committee, council and general student body members to build respectful working relationships that contribute to the success of the organization
44. Shows attention to detail -- checking accuracy and quality of work
45. Abides by Kean University policies and procedures including but not limited to student code of conduct
46. Engages student body in order to recruit new Officers, Representatives, and volunteers
47. Contributes to program planning and evaluation of Student Org.
48. Trains successor in order to ensure organization’s success
49. Serves as spokesperson concerning the organization and its student body
50. Shows enthusiasm in position and emits a positive attitude
51. Promotes the organization and its events at all times
52. Assists Student Org. office staff as needed
53. Ensures that personal relationships do not interfere with daily business
54. Updates USB and submits accomplished work to Director or Managing Assistant Director on a monthly basis
Characteristics to Consider:

- Ability to: listen, analyze, think clearly, and creatively, work well with people individually and in a group, treat staff and students with respect at all times, be a team member
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, including but not limited to: learning more about the substantive program area of the organization, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, and concern for your nonprofit's development
e. VICE PRESIDENT OF KEAN AT OCEAN

STUDENT ORGANIZATION OF KEAN UNIVERSITY

Vice President of Kean at Ocean

Vice President of Kean at Ocean is responsible for initiating conversations with students about how the organization can better serve their needs and can make more effective use of their time and institutional resources. This VP must function in ways that recognize that students benefit from many and varied experiences during their years at the university and that learning and personal development are cumulative, mutually shaping processes that occur over an extended period of time in many different settings. The Vice President of Kean at Ocean must work to make activities, programs and services available to OCC students that complement the classroom learning experiences. The Vice President of Kean at Ocean is responsible for bridging the gap between the main campus and the OCC campus.

Vice President of Kean at Ocean’s Role and Responsibilities:

1. Works closely with the President and Director or Managing Assistant Director
2. Assures that classes are functioning to their full capacity, programming for Kean at Ocean students, and addressing all student concerns pertaining to their class and their assigned areas
3. Ensures Kean at Ocean representation for each class
4. Communicates and meets with the Dean of Kean at Ocean and other administrators as needed to ensure student issues, concerns and suggestions are being addressed
5. Works closely with Student Org. Executive VP on Ocean County College student issues and concerns
6. Is in constant communications with Kean at Ocean students
7. Works closely with and reports back to Executive Board and Council at all times regarding issues, concerns, and suggestions that are being addressed
8. Appoints standing and special committees and oversees committees in carrying out the duties of the position and in servicing the Kean at Ocean students
9. Maintains any committee names, descriptions, membership lists, and minutes for Kean at Ocean and forwards this information to Vice President of Committees
10. Serves as a liaison between the Ocean County College Administration and the students
11. Sets tone for student government awareness and involvement for Kean at Ocean
12. Communicates with Vice President of Part-time Student Affairs to ensure part-time Kean at Ocean student needs and concerns are being addressed and have representation on GPSC
13. Designs various programs and community service projects for Ocean County College students
14. Promotes various programs and community service projects at Ocean County College
15. Demonstrates innovation and utilization of a variety of resources in fulfilling position duties, servicing the student needs and concerns, and communicating with the student body
16. Assesses effectiveness of programs, services, communication methods and assessments
17. Utilizes student experiences to enhance the educational, social, cultural and student affairs services the organization provides
18. Makes reservations for all Kean at Ocean meetings and programs
19. Is available to serve on Student Government Advisory Board

Executive Board Team Duties:

1. Conducts and promotes professionalism in language and behavior, on and off campus, at all times
2. Works closely with Director or Managing Assistant Director
3. Works closely and reports regularly to President of Student Org
4. Attends and participates in meetings (Executive Board, Council, Agenda, other meetings as deemed necessary) on a regular basis
5. Regularly participates in the planning, preparation and execution of events and programs
6. Attends mandatory trainings
7. Reviews agendas and supporting materials prior to board and committee meetings
8. Reports office hours to the Office of Student Government Secretary at the beginning of each semester
9. Maintains and posts regular office hours
10. Serves the position no less than 8 hours a week in office hours
11. Maintains up to date timesheets for office hours
12. Carries out all other duties as assigned by Director or Managing Assistant Director
13. Understands and communicates the organization’s mission, services, policies and programs and upholds a personal commitment to its goals and objectives
14. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
15. Serves on committees as needed
16. Gets to know other committee, council and general student body members to build respectful working relationships that contribute to the success of the organization
17. Shows attention to detail -- checking accuracy and quality of work
18. Abides by Kean University policies and procedures including but not limited to student code of conduct
19. Engages student body in order to recruit new Officers, Representatives, and volunteers
20. Contributes to program planning and evaluation of Student Org.
21. Trains successor in order to ensure organization’s success
22. Serves as spokesperson concerning the organization and its student body
23. Shows enthusiasm in position and emits a positive attitude
24. Promote the organization and its events at all times
25. Assists Student Org. office staff as needed
26. Ensures that personal relationships do not interfere with daily business
27. Updates USB and submits accomplished work to Director or Managing Assistant Director on a monthly basis
Characteristics to Consider:

- Ability to: listen, analyze, think clearly, and creatively, work well with people individually and in a group, treat staff and students with respect at all times, be a team member
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, including but not limited to: learning more about the substantive program area of the organization, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, and concern for your nonprofit's development
f. TREASURER

STUDENT ORGANIZATION OF KEAN UNIVERSITY

Treasurer

The Treasurer must handle all financial matters and be aware at all times of the current budget for Student Organization and its entities. This includes, but is not limited to, managing and creating reports, supervising and directing financial committees, and completing forms. The Treasurer is responsible for ensuring the Organization and its entities are managing the finances ethically and responsibly. The Treasurer is responsible for training and evaluating the Treasurers of all Funded Groups and Class Treasurers. The Treasurer assists the VP of Programming in managing the budget for all programs of Student Organization and making sure the budget is spent servicing the Kean population.

Treasurer’s Role and Responsibilities:

1. Works closely with Director
2. Tracks, organizes, and maintains accurate and up to date balances on budget at all times
3. Prepares worksheets and reference materials in order to report regularly to Council and Executive Board on budget
4. Works closely with Student Org. President to manage budget and expenditures
5. Evaluates financial policies on an annual basis with Director
6. Prepares budget in March for the following fiscal year with Director
7. Works with all Funded Groups’ and all Student Org. Classes’ Presidents and Treasurers to ensure all proposed expenditures and allocations are spent according to the original proposed requisition
8. Trains all Funded Groups’ and all Student Org. Classes’ to orientate members and Representatives on structure and organizational operations, policies and procedures
9. Trains and provides information and guidance to Treasurers of Funded Groups and Student Org. Classes to explain their duties and responsibilities and ensure they are met
10. Supports Treasurers of Funded Groups and Student Org. Classes in difficult or new tasks
11. Works closely with Presidents and acts as a temporary Treasurer for Funded Groups and Classes should their Treasurer be unable to fulfill their responsibilities
12. Is signing authority on requisitions and is available on a daily basis to approve and sign requisitions
13. Chairs and organizes Scholarship Committees
14. Meets with all Funded Groups’ and all Student Org. Classes’ Treasurers before requisition deadlines in Fall and Special Incentives deadline to help them fill out all necessary paperwork for their programs
15. Approves Special Incentive applications
16. Maintains ethically and fiscally responsible practices and is committed to financial integrity
17. Assesses cost of all Student Org and its entities’ programs and expenditures
18. Gives VP of Programming regular reports on allotments for programming so the committee can effectively plan
19. Ensures programs are effective in meeting the goals and missions of the Funded Groups and of Student Org.
20. Ensures budget is spent in a cost effective manner
21. Gathers information from Special Projects applicants in order to informatively present projects to Executive Board and ensure applicants are present at council
22. Updates Student Organization financial records, forms and applications as needed
23. Serves on Student Government Advisory Board
24. Follows through with all tasks delegated to assistant or committee members
25. Attends all Standing meetings and reports on current financial information
26. Works with Office of Student Government staff on progress, processes, and dilemmas on Funded Group and Student Organization applications, requisitions, required backup, etc.
27. Monitors the eligibility of all Funded Group, Special Project, and Scholarship applicants, etc. and inform accordingly of any eligibility or ineligibility by working with the Director or Managing Assistant Director
28. Stays organized and effective in managing Student Org. financial records

**Executive Board Team Duties:**

1. Conducts and Promotes professionalism in language and behavior, on and off campus, at all times
2. Works closely with Director or Managing Assistant Director
3. Works closely and reports regularly to President of Student Org
4. Attends and participates in meetings (Executive Board, Council, Agenda, other meetings as deemed necessary) on a regular basis
5. Regularly participates in the planning, preparation and execution of events and programs
6. Attends mandatory trainings
7. Reviews agendas and supporting materials prior to board and committee meetings
8. Reports office hours to the Office of Student Government Secretary at the beginning of each semester
9. Maintains and posts regular office hours
10. Serves the position no less than 10 hours a week in office hours
11. Maintains up to date timesheets for office hours
12. Carries out all other duties as assigned by Director or Managing Assistant Director
13. Understands and communicates the organization’s mission, services, policies, and programs and upholds a personal commitment to its goals and objectives
14. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
15. Serves on committees as needed
16. Gets to know other committee, council and general student body members to build respectful working relationships that contribute to the success of the organization
17. Shows attention to detail -- checking accuracy and quality of work
18. Abides by Kean University policies and procedures including but not limited to student code of conduct
19. Engages student body in order to recruit new Officers, Representatives, and volunteers
20. Contributes to program planning and evaluation of Student Org.
21. Trains successor in order to ensure organization’s success
22. Serves as spokesperson concerning the organization and its student body
23. Shows enthusiasm in position and emits a positive attitude
24. Promote the organization and its events at all times
25. Assists Student Org. office staff as needed
26. Ensures that personal relationships do not interfere with daily business
27. Updates USB and submits accomplished work to Director or Managing Assistant Director on a monthly basis

Characteristics to Consider:

- Ability to: listen, analyze, think clearly, and creatively, work well with people individually and in a group, treat staff and students with respect at all times, be a team member
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, including but not limited to: learning more about the substantive program area of the organization, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, and concern for your nonprofit's development
g. SECRETARY

STUDENT ORGANIZATION OF KEAN UNIVERSITY

Secretary

The Secretary is responsible for all documentation concerning Student Organization and its entities. The Secretary must understand that minutes are to be taken seriously as they can be used as legal documents. The Secretary must keep contact information up to date as it is critical in order to successfully communicate important information to Executive Board and Council. The Secretary is also responsible for assisting the President in keeping order, documenting votes, and taking attendance at meetings. The Secretary must convey the importance of these duties to the four (4) Student Org. Classes and twenty (20) Funded Groups. The Secretary is responsible for delegating responsibility to the Assistant Secretary and training the Assistant Secretary and the Secretaries of all twenty (20) Funded Groups and all four (4) Classes.

Secretary’s Role and Responsibilities:

1. Trains the Assistant Secretary in all Secretary Responsibilities by the end of September and evaluates the Assistant Secretary’s performance on a regular basis
2. Provides necessary information and guidance to Assistant Secretary in order to make sure responsibilities are met
3. Prepares Assistant Secretary to perform Secretary’s duties when absence is necessary
4. Ensures that the Assistant Secretary is completing all duties as assigned, with accuracy, consistency and thoroughness
5. Communicates with the Assistant Secretary on a daily basis
6. Supports Assistant Secretary in difficult or new tasks
7. Completes all Assistant Secretary duties in their absence
8. Works closely with Director to assign duties to Assistant Secretary
9. Meets with all Funded Groups and all Student Org. Classes to orientate members on rules of order, minutes and agendas, voting procedures, etc.
10. Trains all Funded Groups’ and all Student Org. Classes’ Executive Boards on rules of order, preparation of minutes and agendas, voting procedures, etc. to ensure meetings run smoothly and minutes are taken at every meeting
11. Sets up various committees for Student Organization and assigns a chair and a recording secretary for each committee
12. Works with Executive Board Officers and Director to create ad hoc committees as needed
13. Maintains all committee names, descriptions, membership lists and minutes in an organized and concise manner
14. Oversees and sets the tone for the committees by guiding and communicating regularly with the members and assigning responsibilities as needed
15. Removes and replaces committee members who are not meeting their responsibilities
16. Oversees recommendations and actions of each committee and ensures committee is reporting to Executive Board and Council regularly
17. Ascertains representation on all committees through voluntarism or appointment
18. Inputs reservations for Executive Board and Council meetings, Committee Meetings, Annual events, and other events or meetings as needed
19. Plans and Organizes Annual Events (Fall semester closing celebration, Changeover, Pep Rally)
20. Ensures community is updated on Student Org. membership through working closely with the Office of Student Government Staff
21. Compiles Executive Board and Council information immediately following the elections and distributes information to Executive Board, Council and Student Government staff
22. Keeps Executive Board and Council information up to date throughout the year
23. Compiles and posts Executive Board office hours in the beginning of each semester
24. Compiles agendas prior to meetings
25. Conducts the organization’s official correspondence
26. Sends out official reminders for meetings and notifies Class Presidents of representative absences and participation
27. Updates mailboxes throughout the year
28. Sets up roll call book, documenting and conducting roll call at all meetings
29. Serves and records on meetings as required by the organization
30. Is available to serve on Student Government Advisory Board
31. Manages minutes of meetings in an organized manner
32. Ensures minutes are taken at all meetings and submitted to the Director for proofing within 3 business days
33. Electronically distributes final copy of minutes to Executive Board and Council within 5 business days of meeting
34. Submits member and minute updates for website to Director or Managing Assistant Director
35. Updates Representative and Executive Board information on CougarLink
36. Is available to attend special meetings to take minutes, as deemed necessary by the Student Org. President
37. Conducts move on/move offs
38. Develops and presents awards to Council Representatives and Executive Board Officers, on a discretionary basis
39. Stays organized and effective in managing Student Org. records
40. Is a knowledgeable source for Executive Board
41. Updates forms and information as needed by the Office staff or the organization
42. Schedules meetings for the President as deemed necessary
43. Works closely with President to maintain order at meetings
Executive Board Team Duties:

1. Conducts and Promotes professionalism in language and behavior, on and off campus, at all times
2. Works closely with Director or Managing Assistant Director
3. Works closely and reports regularly to President of Student Org.
4. Reports to Executive Board and Council on current projects they are working on
5. Attends and participates in meetings (Executive Board, Council, Agenda, other meetings as deemed necessary) on a regular basis
6. Regularly participates in the planning, preparation and execution of events and programs
7. Attends mandatory trainings
8. Reviews agendas and supporting materials prior to board and committee meetings
9. Reports office hours to the Office of Student Government Clerk at the beginning of each semester
10. Maintains and posts regular office hours
11. Serves the position no less than 10 hours a week in office hours
12. Maintains up to date timesheets for office hours
13. Carries out all other duties as assigned by Director or Managing Assistant Director
14. Understands and communicates the organization’s mission, services, policies and programs and upholds a personal commitments to its goals and objectives
15. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
16. Serves on committees as needed
17. Gets to know other committee, council and general student body members to build respectful working relationships that contributes to the success of the organization
18. Shows attention to detail -- checking accuracy and quality of work
19. Abides by Kean University policies and procedures including but not limited to student code of conduct
20. Engages student body in order to recruit new Officers, Representatives, and volunteers
21. Contributes to program planning and evaluation of Student Org.
22. Trains successor in order to ensure organization’s success
23. Serves as spokesperson concerning the organization and its student body
24. Promotes the organization and its events at all times
25. Shows enthusiasm in position and emits a positive attitude
26. Assists Student Org. office staff as needed
27. Ensures that personal relationships do not interfere with daily business
28. Updates USB and submits accomplished work to Director or Managing Assistant Director on a monthly basis

Characteristics to Consider:

- Ability to: listen, analyze, think clearly, and creatively, work well with people individually and in a group, treat staff and students with respect at all times, be a team member
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
• Develop certain skills if you do not already possess them, including but not limited to: learning more about the substantive program area of the organization, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
• Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, and concern for your nonprofit's development
Assistant Secretary

The Assistant Secretary must read the Secretary’s roles and responsibilities in order to understand their roles and responsibilities. The Assistant Secretary is responsible for assisting the Secretary in ALL of his/her duties. The Assistant Secretary upholds the principles of organizational management, thoroughness and detail in their work and assists the Secretary in ensuring this is the norm in the Secretary Office. The Assistant Secretary will learn from the Secretary and be prepared to take over the duties and responsibilities of the Secretary in their absence.

Assistant Secretary’s Role and Responsibilities:

1. Works with Secretary and Director closely
2. Ensures thorough training by asking questions and shadowing Secretary at all times from election until the end of September and as required by Secretary or Director
3. Wholly understands responsibilities of Secretary and is prepared to fulfill them in their entirety in the Secretary’s absence
4. Completes all assigned tasks and projects from Secretary with accuracy and thoroughness
5. Is empowered to speak on behalf of the Secretary at Council and Executive Board and provide information on any matter concerning the Secretary’s office in Spring semester only, unless otherwise indicated by Director
6. Attends standing, ad hoc, committee, and all other meetings as assigned by Secretary and is prepared to take minutes and answer all business associated with the Secretary’s office
7. Prepares minutes, contact sheets, forms, and documents as needed by the Secretary

Executive Board Team Duties:

1. Conducts and Promotes professionalism in language and behavior, on and off campus, at all times
2. Works closely with Director or Managing Assistant Director
3. Works closely and reports regularly to Secretary of Student Org.
4. Attends and participates in meetings (Executive Board, Council, Agenda, other meetings as deemed necessary) on a regular basis
5. Regularly participates in the planning, preparation and execution of events and programs
6. Attends mandatory trainings
7. Reviews agendas and supporting materials prior to board and committee meetings
8. Reports office hours to the Office of Student Government Secretary at the beginning of each semester
9. Maintains and posts regular office hours
10. Serves the position no less than 8 hours a week in office hours
11. Maintains up-to-date timesheets for office hours
12. Carries out all other duties as assigned by Director or Managing Assistant Director
13. Understands and communicates the organization’s mission, services, policies and programs and upholds a personal commitments to its goals and objectives
14. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
15. Serves on committees as needed
16. Gets to know other committee, council and general student body members to build respectful working relationships that contributes to the success of the organization
17. Shows attention to detail -- checking accuracy and quality of work
18. Abides by Kean University policies and procedures including but not limited to student code of conduct
19. Engages student body in order to recruit new Officers, Representatives, and volunteers
20. Contributes to program planning and evaluation of Student Org.
21. Trains successor in order to ensure organization’s success
22. Serves as spokesperson concerning the organization and its student body
23. Promotes the organization and its events at all times
24. Shows enthusiasm in position and emits a positive attitude
25. Assists Student Org. office staff as needed
26. Ensures that personal relationships do not interfere with daily business
27. Updates USB and submits accomplished work to Director or Managing Assistant Director on a monthly basis

Characteristics to Consider:

- Ability to: listen, analyze, think clearly, and creatively, work well with people individually and in a group, treat staff and students with respect at all times, be a team member
- Willing to: prepare for and attend board and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, including but not limited to: learning more about the substantive program area of the organization, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, a developed sense of values, and concern for your nonprofit's development
CLASS PRESIDENT

STUDENT ORGANIZATION OF KEAN UNIVERSITY

Class President

The Class President is responsible for ensuring the Class student population at Kean is well serviced and attended to during their year. The Class President is responsible for ensuring that the Class is addressing student issues, needs and concerns. The Class President should provide leadership to their students and help them recognize their goals, objectives and sense of self through enriching, educational and enjoyable programs. The Class President works with the Director or Managing Assistant Director closely to guide and develop the Class Executive Board and Representatives so they are aware of and fulfill their responsibilities. The Class President presides over Class meetings, serves on various committees, monitors the performance of the Executive Board Officers, and performs other duties as the need arises.

Class President’s Role and Responsibilities:

1. Chairs Class Executive Board meetings and Class General Body meetings and ensures meetings function effectively and information delivered is accurate and up to date
2. Calls special meetings when necessary
3. Meets bi-weekly with SO Executive Vice President
4. Works with Kean University Vice President of Student Affairs to ensure student issues are being addressed
5. Works with Secretary to ensure committees have representation
6. Manages and leads Class Executive Board and Class General Body meetings to effectively promote organizational and class goals and ensure student issues are being addressed
7. Attends meetings with students and administrators as deemed necessary by the organization
8. Serves as a liaison between the administration and the students
9. Is the signing authority on Class requisitions and works in conjunction with the Class Treasurer to complete and approve requisitions
10. Provides tools, information, guidance and assistance to Class Executive Board Officers to ensure they are successful in their positions
11. Works with Treasurer to ensure programming board is planning events that are servicing the Class
12. Consults with Class Executive Board Officers on their roles and helps them assess their performance
13. Delegates responsibilities and duties to Class Executive Board Officers and Class Representatives and ensures tasks are followed through and completed with detail and accuracy
14. Provides leadership and direction to the Class and sets the tone for the work that they do
15. Is in constant communication with the students making them aware that their student government is available to them, hearing any suggestions and concerns they may have, and informing them of any events, programs or services
16. Recruits new Representatives and invites students from their class to attend Class meetings
17. Periodically reviews the effectiveness of the class in addressing student concerns and needs and incorporates innovation to increase effectiveness
18. Ensures reservations are made for Class Executive Board and Class General Body meetings
19. Updates Cougar Link regularly
20. Senior Class President is responsible for overseeing and planning Senior Formal, Homecoming King and Queen and other Senior events/services

Executive Board Team Duties:

1. Promotes and Conducts Professionalism
2. Works closely with Executive Board
3. Serves the position no less than 4 hours a week in office hours
4. Attends and participates in meetings (Council, Committee Meetings, Class Meetings etc…), programs and special events on a regular basis
5. Attends mandatory trainings
6. Reviews agenda and supporting materials prior to Class, Council and Committee meetings
7. Understands and communicates the organization’s mission, services, policies and programs and upholds a personal commitment to its goals and objectives
8. Abides by Kean University policies and procedures including but not limited to student code of conduct
9. Engages student body in order to recruit new Officers, Representatives, and volunteers
10. Contributes to program planning and evaluation of Student Org.
11. Receives and communicates issues, concerns and suggestions to the Executive Board
12. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
13. Promotes the organization and its events at all times
14. Gets to know other Committee and Council members and builds a collegial working relationship that contributes to consensus
15. Shows attention to detail -- checking accuracy and quality of work
16. Serves on a minimum of two committees per year as per Student Org. Secretary
17. Shows enthusiasm in position and emits a positive attitude

Characteristics to Consider:

- Ability to: listen, analyze, think clearly, and creatively, work well with people individually and in a group, treat staff and members with respect at all times, be a team member
- Willing to: prepare for and attend council, class and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, including but not limited to: recruiting board members and other volunteers, learning more about the substantive program area of the organization,
tolerating varying personalities, communicating information clearly and accurately through written and verbal statements

- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, and a developed sense of values.
Class Vice President

The Vice President oversees the logistics of Class operations, assuring they are effective and successful. This Vice President must also understand the Presidential responsibilities and be able to perform these duties in the President’s absence.

Vice President’s Role and Responsibilities:

1. Meets with President on a regular basis in order to fully understand the responsibilities of the President and be able to perform these duties in the President’s absence
2. Work with Class President to delegate tasks to Executive Board and General Body
3. When appropriate, meet with Student Org. Executive Vice President
4. Assures that the Class is in good standing by the University and completes at least one community service project per year
5. Ensures Class is functioning to its full capacity
6. Develops, Monitors, and Maintains effective membership in the Class
7. Ensures a member reports to Student Org. Council at least once per semester
8. Ensures participation in University wide events, such as Campus Awareness, Homecoming, Unity Week, Open Houses, etc.
9. Demonstrate innovation and utilization of a variety of resources to meet the Class needs and in developing an organization that acts as a support system
10. Continuously assess the effectiveness of organizational programs, services, communication methods, and assessments
11. Engage and interact with students on a regular basis
12. Updates Cougar Link regularly
13. In charge of reserving space for meetings, workshops, etc.
14. Works to adequately promote and publicize Class meetings and to recruit new representatives and volunteers for the organization
15. Works closely with President to ensure meetings and recruitment initiatives are successful and carries out with tasks as needed by the President.
Executive Board Team Duties:

18. Promotes and Conducts Professionalism
19. Works closely with Executive Board
20. Attends and participates in meetings (Council, Committee Meetings, Class Meetings etc…), programs and special events on a regular basis
21. Attends mandatory trainings
22. Reviews agenda and supporting materials prior to Class, Council and Committee meetings
23. Understands and communicates the organization’s mission, services, policies and programs and upholds a personal commitment to its goals and objectives
24. Abides by Kean University policies and procedures including but not limited to student code of conduct
25. Engages student body in order to recruit new Officers, Representatives, and volunteers
26. Contributes to program planning and evaluation of Student Org.
27. Receives and communicates issues, concerns and suggestions to the Executive Board
28. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
29. Promotes the organization and its events at all times
30. Gets to know other Committee and Council members and builds a collegial working relationship that contributes to consensus
31. Shows attention to detail -- checking accuracy and quality of work
32. Serves on a minimum of two committees per year as per Student Org. Secretary
33. Shows enthusiasm in position and emits a positive attitude

Characteristics to Consider:

- Ability to: listen, analyze, think clearly, and creatively, work well with people individually and in a group, treat staff and members with respect at all times, be a team member
- Willing to: prepare for and attend council, class and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, including but not limited to: recruiting board members and other volunteers, learning more about the substantive program area of the organization, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, and a developed sense of values.
k. CLASS TREASURER

STUDENT ORGANIZATION OF KEAN UNIVERSITY

Class Treasurer

The Class Treasurer must balance the current budget for the Class. The Class Treasurer is responsible for ensuring their Class is managing its finances ethically and responsibly. The Class Treasurer is responsible for making sure the class needs are represented at programming board and programs are being created that are enriching, educational and enjoyable.

Class Treasurer’s Role and Responsibilities:

1. Attends all programming board meetings
2. Reports programming board business at all Class Executive Board and Class General Body meetings
3. Assists in filling out requisition forms for programming board business
4. Assesses cost of all programs and expenditures and ensures budget is spent in a cost effective manner
5. Ensures programs are effective in meeting the goals and objectives of the Class
6. Tracks, organizes and maintains accurate and up to date balances on budget at all times
7. Prepares worksheets and reference materials in order to report budget balance regularly and accurately
8. Attends and reports on budget at all Class Executive Board and Class General Body meetings
9. Works closely with Class President to manage budget and expenditures
10. Works closely with Student Org. Treasurer for guidance, information and evaluation
11. Is the signing authority on requisitions and works in conjunction with the Class President to complete and approve requisitions on a regular basis
12. Is ethically and fiscally responsible and is committed to financial integrity
13. Assesses cost of all programs and expenditures and ensures budget is spent in a cost effective manner
14. Ensures programs are effective in meeting the goals and objectives of their specific class
15. Stays organized and effective in managing financial records

Executive Board Team Duties:

1. Promotes and Conducts Professionalism
2. Works closely with Executive Board
3. Attends and participates in meetings (Council, Committee Meetings, Class Meetings etc…), programs and special events on a regular basis
4. Attends mandatory trainings
5. Reviews agenda and supporting materials prior to Class, Council and Committee meetings
6. Understands and communicates the organization’s mission, services, policies and programs and upholds a personal commitment to its goals and objectives
7. Abides by Kean University policies and procedures including but not limited to student code of conduct
8. Engages student body in order to recruit new Officers, Representatives, and volunteers
9. Contributes to program planning and evaluation of Student Org.
10. Receives and communicates issues, concerns and suggestions to the Executive Board
11. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
12. Promotes the organization and its events at all times
13. Gets to know other Committee and Council members and builds a collegial working relationship that contributes to consensus
14. Shows attention to detail -- checking accuracy and quality of work
15. Serves on a minimum of two committees per year as per Student Org. Secretary
16. Shows enthusiasm in position and emits a positive attitude

Characteristics to Consider:

- Ability to: listen, analyze, think clearly, and creatively, work well with people individually and in a group, treat staff and members with respect at all times, be a team member
- Willing to: prepare for and attend council, class and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, including but not limited to: recruiting board members and other volunteers, learning more about the substantive program area of the organization, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, and a developed sense of values.
1. CLASS SECRETARY

STUDENT ORGANIZATION OF KEAN UNIVERSITY

Class Secretary

The Secretary maintains all records in an organized and effective manner. The Secretary must accurately record all business communicated in Executive Board, General Body and other meetings as deemed necessary. The Secretary must ensure that all member information is up to date in order for the office and organization to run smoothly and efficiently.

Secretary’s Role and Responsibilities:

1. Work closely with and reports regularly to the Class President
2. Works closely with Student Org. Secretary to ensure the community is updated on current membership
3. Compile Class Executive Board and Council information immediately following election and distribute information to Student Org. Secretary
4. Update Executive Board and General Body information throughout the year
5. Set up roll call book and take roll call at all meetings
6. Ensure minutes are taken at all Class Executive Board and Class meetings and uploaded to Cougarlink within 3 business days
7. Electronically distribute final copy of minutes to Class Executive Board and General Body
8. Regularly update roster on Collegiate Link
9. Is available to attend special meetings to take minutes, as deemed necessary by the President
10. Make sure minutes are taken in the secretary’s absence
11. Is organized and effective in managing records
12. Update forms and information as needed
13. Send reminder emails for meetings
14. Conducts the organization’s official correspondence
15. Compile meeting agendas

Executive Board Team Duties:

1. Promotes and Conducts Professionalism
2. Works closely with Executive Board
3. Attends and participates in meetings (Council, Committee Meetings, Class Meetings etc…), programs and special events on a regular basis
4. Attends mandatory trainings
5. Reviews agenda and supporting materials prior to Class, Council and Committee meetings
6. Understands and communicates the organization’s mission, services, policies and programs and upholds a personal commitment to its goals and objectives
7. Abides by Kean University policies and procedures including but not limited to student code of conduct
8. Engages student body in order to recruit new Officers, Representatives, and volunteers
9. Contributes to program planning and evaluation of Student Org.
10. Receives and communicates issues, concerns and suggestions to the Executive Board
11. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
12. Promotes the organization and its events at all times
13. Gets to know other Committee and Council members and builds a collegial working relationship that contributes to consensus
14. Shows attention to detail -- checking accuracy and quality of work
15. Serves on a minimum of two committees per year as per Student Org. Secretary
16. Shows enthusiasm in position and emits a positive attitude

Characteristics to Consider:

- Ability to: listen, analyze, think clearly, and creatively, work well with people individually and in a group, treat staff and members with respect at all times, be a team member
- Willing to: prepare for and attend council, class and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, including but not limited to: recruiting board members and other volunteers, learning more about the substantive program area of the organization, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
- Possess: honesty, sensitivity to and tolerance of differing views, a friendly, responsive, and patient approach, community-building skills, personal integrity, and a developed sense of values.
m. STUDENT COUNCIL REPRESENTATIVES

STUDENT ORGANIZATION OF KEAN UNIVERSITY

Student Council Representatives

Student Council exists to serve the students. It should work in conjunction with the Executive Board to support the mission of Student Organization. Council Representatives should be actively aware of student issues, concerns and activities around campus. Council should be willing to participate in Student Organization events. They act as a liaison, along with Executive Board, between students and faculty/staff/administration.

Student Council Representatives’ Role and Responsibilities:

1. Promotes and Conducts Professionalism
2. Works closely with representatives from his or her college -- assuring that the students of that college are well represented
3. Attends and participates in meetings (Council, Committee Meetings, Class Meetings, College Meetings etc…), programs and special events on a regular basis
4. Attends mandatory trainings
5. Reviews agenda and supporting materials prior to College, Class, Council and Committee meetings
6. Understands and communicates the organization’s mission, services, policies and programs and upholds a personal commitment to its goals and objectives
7. Abides by Kean University policies and procedures including but not limited to student code of conduct
8. Engages student body in order to recruit new Officers, Representatives, and volunteers
9. Contributes to program planning and evaluation of Student Org.
10. Receives and communicates issues, concerns and suggestions to the Executive Board
11. Volunteers for and willingly accepts assignments and completes them thoroughly and on time
12. Promotes the organization and its events at all times
13. Gets to know other Committee and Council members and builds a collegial working relationship that contributes to consensus
14. Shows attention to detail -- checking accuracy and quality of work
15. Serves on a minimum of two committees per year as per Student Org. Secretary
16. Shows enthusiasm in position and emits a positive attitude

Characteristics to Consider:

- Ability to: listen, analyze, think clearly, and creatively, work well with people individually and in a group, treat staff and members with respect at all times, be a team member
- Willing to: prepare for and attend council, class and committee meetings, ask questions, take responsibility and follow through on a given assignment, open doors in the community, evaluate oneself
- Develop certain skills if you do not already possess them, including but not limited to: recruiting board members and other volunteers, learning more about the substantive program area of the organization, tolerating varying personalities, communicating information clearly and accurately through written and verbal statements
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