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Roles and Responsibilities of Student Local Section Officers

Student local section officers lead the section and serve as a voice to other organizations. They plan activities, oversee finances, and maintain section records. Only members in good standing within the student local section may hold an office. As described in the model bylaws, the officers of a student local section consist of the president, president-elect, treasurer, and secretary; however, sections may vary this to fit their needs.

President

The student local section president directs the activities of the student section in accordance with the section's bylaws and is responsible to a large degree for the section's success. The role requires a broad range of activities and relationships. Therefore, good interpersonal and organizational skills are primary requirements for the office.

The president will chair all of the student Executive Committee meetings and, with the advice of the faculty advisor, appoint the members to any student local section committees. The president routinely communicates with student local section members, officers, and committee personnel, the faculty advisor and the sponsoring local section, and headquarters staff.

The president should ensure that the sponsoring local section and the local section relations manager at national receive all section mailings and any notifications regarding an officer or bylaw change.

President-Elect

In the absence of the president, the president-elect is responsible for seeing that all student local section functions run smoothly. He or she presides over all committees formed within the student local section.

Treasurer

The treasurer provides financial oversight for the student section. It is the treasurer's duty to receive funds, pay bills in accordance with the budget, and prepare financial reports. He or she should attend all student section board meetings and maintain close liaison with the student section Finance Committee if one has been formed. The past treasurer should hand over all financial records to the incoming treasurer shortly before the end of his or her tenure.

Secretary

The secretary is responsible for the administrative functions of the student local section.

The secretary must fulfill the following responsibilities:

- Taking meeting minutes, recording discussions, motions and outcomes, and other relevant information from student local section meetings.
- Maintaining a current roster of the officers' and members' names, addresses, and telephone numbers; sending changes to the local section relations manager (see sample reporting form at the end of this chapter); and sending the complete roster with the student local section activity plan.
- Maintaining the student section mailing list and coordinating section mailings.
- Handing over bylaws and files to the incoming secretary and sending bylaw changes to the sponsoring local section.