

University of Creative Technology Chittagong (UCTC)

Club Leader Position Information

Student organization leaders are responsible for providing all aspects of leadership for the student organization and are responsible for their own actions as well as the actions of all student organization and members. These roles are vital to ensure that required duties are complete and the club/organization remains a viable part of the UCTC community.

Positions to be considered:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Historian
6. Publicity Officer

Duties and Responsibilities

President:

The President is the primary student contact for the student organization and the “external spokesperson” of the group who regularly interacts with other student organizations and University officials. He or she is the liaison between the student organization and the advisor and other University contacts. The duties for this position should be tailored as the student organization deems necessary. The responsibilities of this position tend to include but are not limited to-

- supervising all student organization meetings;
- overseeing the process of student organization event planning;
- overseeing all student organization purchase requests;
- maintaining a current list of contact information of the student organization Leaders, advisor and members;
- ensuring that the club participate in end of semester club reviews with the advisory board;
- holding meetings for the general membership during the semester; and
- submitting an event review forms after each event to the advisor

Vice President:

The Vice President should maintain continuous contact with the President. The Vice President must be up-to-date on all student organization communication and events. The responsibilities of the Vice President include but are not limited to:

- supervising student organization meetings in the absence of the President;
- assisting the President with the oversight of the student organization including fundraising, event planning, etc.;

- working with the student organization's Treasurer to prepare event budget and information for the end of semester club review with advisory board.
- maintaining a current accounting of the student organization's financial status including income and expenses;
- scheduling locations for meetings and events; and
- coordinating student organization fundraising efforts with the Treasurer.

Treasurer:

All student organizations are required to elect or appoint a chief financial officer (Treasurer) to manage their financial matters. A student organization that has a large membership and completes many fundraisers, events or programs may consider having an assistant treasurer to share the financial responsibilities. The treasurer should keep the organization leaders and members informed about the student organization's financial activities. The responsibilities of the treasurer include but are not limited to:

- preparing the biannual student organization budget;
- monitoring the student organization's budget;
- taking part in the Ad-Hoc process when applicable;
- completing an annual financial report for the student organization;
- tending to the status of all purchase requests;
- collecting funds; and
- keeping a record of all transactions.

Secretary:

The responsibilities of the student organization secretary include but are not limited to:

- taking minutes at every student organization meeting;
- maintaining the student organization history for that academic year;
- verifying all student organization purchase requests;
- assisting with student organization projects where needed; and
- maintaining communication between the student organization president and individual participants (this may include emails, letters, and phone calls).

Historian:

The responsibilities of the student organization Historian include but are not limited to:

- keeping a record or history of the organization's activities and achievement during the academic year;
- taking pictures at projects, socials and special events;
- preparing award nominations;
- compiling award nomination throughout the academic year;

- assisting public relation coordinator in preparing organization magazine, handbook, or newsletter etc.

Public Relation Coordinator (PRC):

The responsibilities of the student organization PRC include but are not limited to:

- publicizing the activities of the club through various media channels;
- assisting Treasurer in fund raising activities;
- designing flyers, leaflets, banners, or other marketing materials;
- preparing club newsletter biannually.

Advisor:

Each registered student organization must have one or multiple active advisors selected from the University of Creative Technology Chittagong staff or faculty. The advisor is chosen and approved by the members of the student organization and approved by the Office of Student Affairs Division. An advisor provides the organization with continuity from year to year by sharing student organization history and assisting new student leaders during the transition process. The advisor selected should be an individual who has a high-level interest in the activity of the student organization and preferably some experience or expertise in the area or activity. The advisor is a vital link between the student organization and the University, providing guidance and offering mature judgment and experience in program development

Student organization advisors agree to:

- Take an active role in advising the student organization.
- Know the general purpose of the organization and be familiar with all provisions outlined in the organization's constitution and bylaws.
- Know the leaders of the organization and the current members of the organization.
- Meet with the organization's president on a regular basis (at least once per month).
- Remain informed of all activities sponsored and conducted by the student organization and attend events as feasible.
- Establish with the student organization president the manner and frequency in which the advisor will participate in the organization's activities, e.g., programs, social events, and meetings.
- Be knowledgeable about and adhere to University policies and procedures which pertain to student organization and inform the student organization president of his/her responsibility to do the same.
- Be knowledgeable of policies and procedures listed in the UCTC student handbook and review this code with the student organization president.
- Offer guidance to the organization on goal setting, organization management, program planning, problem solving and group evaluation.
- Know the organization's process for obtaining new members.
- Report to the Director of Student Affairs Division any activities which may or will violate University policies.

Requirements for Serving as an Advisor

- An advisor should be a full-time employee of the University of Creative Technology Chittagong. This staff member serves as the primary advisor to the student organization. Exceptions can be made at the discretion of the Director of Student Affairs Division.
- Advisors are required to attend the various social events of the student organizations they advise, held during and after normal business hours.
- Advisors should be knowledgeable of Purchase Orders and Room Reservation forms.
- Advisors will supervise the cash operation of any event.
- In the case of an emergency at such an event, the advisor should exercise his/her best judgment and work closely with the Public Safety.