

STUDENT LEADERSHIP INSTITUTE CLUB
California State University, Fullerton

Officer Duties

President

- Presides over monthly membership meetings and meet with advisors regularly.
- Must attend a Blueprints workshop.
- Attend the SLICC meetings to ensure coordination of activities.
- Arrange dates and locations for all meetings, campus events, etc.
- Have meeting announcements posted on University Portal.
- Main spokesperson for SLI Club and liaison between students, faculty and university.
- Ensure compliance with university rules and SLI Club constitution.
- Check SLI Club email daily and follow-up all messages.
- Coordinate efforts of all SLI Club officers.
- Oversee the SLI Club and all related events.
- Arrange for at least one speaker each semester.
- Make class announcements regarding all SLI Club events.
- Completes paperwork for yearly recognition with SORC.

Vice-President

- Presides over meetings in the absence of the President.
- Works closely with Promotions to develop semester activities plan.
- Must attend a Blueprints workshop.
- Assist the President as requested.
- Provides monthly report on activities at the membership meeting
- Responsible for planning and coordinating the annual awards banquet held in April
- Arrange for at least one speaker each semester.
- Make class announcements regarding all SLI Club events.
- Assist other club officers, as needed.

Secretary

- Prepare minutes for all meetings (typed and sent out to all officers and advisors).
- Must attend a Blueprints workshop.
- Collect all membership applications and fees.
- Give receipts for all membership fees paid.
- Keep a notebook of all activities and make a monthly report at the membership meeting
- Maintains list of all current SLI Club members (obtain from Treasurer) and applications.
- Enters all membership information into email account; organize by semester.
- Give receipts for all membership fees paid. Share information with Treasurer.
- Accountable for picking up mail in SLI Office weekly and answering all correspondence within 5 days.
- Publishes membership list for all officers monthly.
- Documents membership attendance at all events.
- Arrange for at least one speaker each semester.
- Make class announcements regarding all SLI Club events.
- Assist other club officers, as needed.

Treasurer

- Assist with collecting of all membership applications and fees.
- Must attend a Blueprints workshop.
- Give receipts for all membership fees paid.
- Collect and deposit monies from membership and fundraising events.
- Order SLI Club t-shirts once a semester in September and February.
- Keep a notebook of all activities and make a monthly report at the membership meeting.
- Make deposits to SLI Club account, as needed.
- Keep petty cash for miscellaneous purchases.
- Reconcile SLI Club account status at Associated Students Inc. and keep track of balance.
- Responsible for all payments, check request and invoices for association purchases.
- Arrange for at least one speaker each semester.
- Make class announcements regarding all SLI Club events.
- Assist other club officers, as needed.

Promotions Chair

- Oversees all club promotion activities and outreach events.
- Must attend a Blueprints workshop.
- Coordinates getting any graphics such as banners, bulletin board items, etc.
- Completes all fundraising, tabling, banner and chalking requests with SORC.
- Follows all school guidelines for promotions and fundraising on campus.
- Publishes the SLI Club newsletter.
- Coordinates efforts with President and Treasurer.
- Keep a notebook of all activities and make a monthly report at the membership meeting.
- Complete paperwork for Discoverfest in August and January.
- Develop other means of gaining positive publicity for SLI Club.
- Get photographs of SLI Club events for newsletter.
- Arrange for at least one speaker each semester.
- Make class announcements regarding all NSA events.
- Assist other club officers, as needed.

FACULTY ADVISORS:

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