

# Officer Responsibilities

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# President Responsibilities

## The President shall:

- Supervise and coordinate the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Maintain communication with the Office of Student Involvement and/or Student Engagement (Downtown) and ensure that all paperwork is current.
- Be one of three signers on financial documents.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the Treasurer.
- Ensure that all officers are familiar with this Constitution, via a review to happen within one month of officer installation.
- Ensure all officers are performing their duties as defined in this Constitution.
- Keep the advisor informed of the activities and functions of the organization.
- Be familiar with Robert's Rules of Order to conduct meetings.
- Be familiar with the Golden Rule regulations as they relate to student organizations and communicate them to the organization as needed.
- Provide all documents and records pertaining to their responsibilities to the newly elected President.
- Assign special projects to officers.

# Vice President Responsibilities

## The Vice President shall:

- Assist the President in their duties.
- Assume the President's responsibilities in their absence.
- Coordinate all conferences.
- Keep accurate records of all meetings in the Secretary's absence.
- Plan and be responsible for all retreats and training of the organization.
- Perform an audit of all financial transactions of the organization once per semester.
- Provide all documents and records pertaining to their responsibilities to the newly elected Vice President.
- Oversee the maintenance of the content and design of the website.
- Assist in special projects as assigned by the President.

## The Vice President shall assist the President:

One of the biggest responsibilities of the club's Vice President is to help the President with any tasks they are not capable of handling or are not available for. Often the roles of President and Vice President in the robotics club are shifted to fit each person's best combination of responsibilities. This is imperative because it keeps all tasks moving smoothly and prevents opportunities and responsibilities from slipping through the cracks of the busy life of RSO leadership.

## Responsibilities that are often shared between the two officers:

- Preside over all meetings and call all meetings to order
- Coordinate all conferences
- Ensure all officers are performing their duties as defined in this Constitution
- Assign special projects to officers

## The Vice President manages club dates and schedules

The vice president should manage the club schedule and calendars to ensure no dates overlap or conflict. This also means that they should be aware of other campus events and RSO events. We often have a broad range of members in the club that overlap with other organizations and it is beneficial to the members and our club to prepare and possibly combine events as well. Helpful links as resources for finding events are listed below:

- [Academic Calendar](#)
  - Use this to find dates on which the school is closed for holidays and other important dates.
- [UCF Football Schedule](#)
  - Use this to find dates on which the lab will be closed due to UCF PD and local law enforcement using the Partnership II building for meetings.
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# Treasurer Responsibilities

## The Treasurer shall:

- Keep an accurate account of all funds received and expended.
- Present a budget report of deposits and expenditures to the membership at least once per month, and as requested by the President, Vice President, advisor, or Office of Student Involvement and/or Student Engagement (Downtown).
- Be one of three signers on financial documents.
- Be responsible for collecting dues and notifying members who are delinquent in their payments.
- Be responsible for creating a budget at the beginning of each fall and spring semester, in conjunction with the President.
- Provide financial records sufficient to allow the Vice-President to perform audits.
- Provide all documents and records pertaining to their responsibilities to the newly elected Treasurer.
- Assist in special projects as assigned by the President.

# Secretary Responsibilities

## The Secretary shall:

- Notify members of meetings via email, discord, and/or telephone at least 48 hours in advance.
- Keep accurate minutes and records of all meetings.
- Maintain an accurate list of members and their contact information.
- Prepare the organization's Update Form to submit to OSI at the beginning of each semester, and when there are changes in organizational information over the course of the semester.
- Prepare ballots for elections.
- Check eligibility for potential officers, prior to annual elections.
- Keep a copy of the constitution and have it available for members.
- Provide all documents and records pertaining to their responsibilities to the newly elected Secretary.
- Assist in special projects as assigned by the President.
- Assist in SGA allocations.

# Outreach and Recruitment Officer Responsibilities

## The Outreach and Recruitment Officer shall:

- Coordinate student recruitment efforts.
- Curate the organization's social media accounts.
- Maintain correspondence with existing sponsors.
- Manage the overall effort of the club to procure new sponsors.
- Begin and maintain outreach efforts to promote the club.
- Oversee the maintenance of the content and design of the website.
- Assist in special projects as assigned by the President.
- Oversee any committees formed to handle outreach.

# Social Media and Marketing Officer Responsibilities

The Social Media and Marketing Officer shall:

- Curate the organization's social media accounts.
- Oversee the maintenance of the content and design of the website.
- Oversee any efforts pertaining to club art creation
- Assist in special projects as assigned by the President.

# Lab Manager Responsibilities

## The Lab Manager Shall:

- Maintain an inventory of the lab
- Monitor tool condition
- Manage surplus of equipment
- Monitor the overall condition and cleanliness of the lab
- Oversee lab cleaning days
- Oversee safety procedures
- Assist in special projects as assigned by the President