

# Duties of the Club Sports Council Executive Board

## **President**

1. Represents Wayne State University Club Sports at the local, regional, state and national levels
2. Acts as a facilitator of all Club Sports activities
3. Ensures that the Club Sports organization is up to date on all requirements set by the Club Sports Office
4. Assures that the direction and future plans of the organization are in accordance with the wishes of its members and the Club Sports Office
5. Directly oversees and assists the Secretary, Treasurer, and Bylaws Chair
6. Updates and monitors the Executive Board task list
7. May propose additional Executive Board positions, which must be approved by a majority vote by the Executive Board
8. Oversees the planning of the annual budget
9. Implements proper disciplinary procedures when necessary with the aid of the Bylaws Chair
10. Holds meetings:
  - a. Monthly Club Sports Council Executive Board meetings prior to the monthly Council meeting
  - b. Monthly Club Sports Council meetings
  - c. Review meetings at the end of each semester with the Club Sports Council Executive Board
  - d. As needed
11. Composes the monthly Club Sports Council meeting agenda

## **Vice President**

1. Works closely with the President in coordinating organization activities
2. Directly oversees and assists the Fundraising Chair and Events Chair
3. May propose additional Executive Board positions, which must be approved by a majority vote by the Executive Board
4. Presides over meetings and business during the President's absence
5. Updates and organizes binders
6. Updates the directory of all Club Sports Officers
7. Updates the master game schedule
8. Collaborates with the Events Chair to organize at least 1 community service event per semester (Teddy Bear Donation, Gleaners Food Bank, Breast Cancer Walk, etc.)
9. Acts as a "talent scout" who identifies dedicated and responsible individuals that would be ideal candidates for Executive Board positions
10. Serves as the Alumni Coordinator
11. Completes various duties assigned by the President
12. Assumes all of the President's duties in the event that the President cannot complete his/her term

## **Treasurer**

1. Manages the Club Sports account and maintains accurate financial records
2. Develops a projected budget at the beginning of the year
3. Provides monthly reports of the Club Sports account balance
4. Handles various payments and the proper distribution of funds
5. Keeps proper documentation of all reimbursement requests, which must be approved by a majority vote by the Executive Board
6. Ensures proper procession of all expense requests
7. Collaborates with the Fundraising Chair in the collection and distribution of money raised from fundraising events and providing updated reports on how much money was raised
8. Constructs an end of the year report, summarizing the Club Sports Council's revenue and expenses for the year
9. Completes various duties assigned by the President or Vice President

## **Secretary**

1. Takes attendance at all mandatory events, specifically the monthly Club Sports Council meetings
2. Ensures that all Club Sports teams are registered with the Dean of Students Office
3. Ensures that all Club Sports teams have an official @wayne.edu email
4. Sends out two monthly Club Sports Council meeting reminders
  - a. 2 weeks before the meeting
  - b. 1 week before the meeting
5. Sends out meeting minutes within 3 days of the meeting, specifically documenting which teams were not present
6. Sends out reminders as needed
7. Updates the Club Sports Council Google Docs with pertinent information:
  - a. Club Sports Handbook and Constitution
  - b. Meeting minutes
  - c. Fundraising Information
  - d. Directory of Club Sports officers
  - e. Master game schedule
  - f. Disciplinary actions
8. Posts updates and reminders in all Club Sports affiliated social media (Facebook group and page, Twitter, etc.)
9. Completes various duties assigned by the President or Vice President

## **Bylaws Chair**

1. Administers attendance fines to teams that do not attend the monthly meetings within 3 days of the missed meeting
2. Presides over all disciplinary actions and trials
3. Enforces attendance to mandatory events and administers fines accordingly
4. Records fines and suspensions for Club Sports members and teams
5. Proposes amendments to the Club Sports Council Constitution, which must be approved by a majority vote by the Club Sports Council

6. Proposes documents that improve the regulatory and enforcement capabilities of the Club Sports organization
7. Finalizes punishments and rulings
8. Completes various duties assigned by the President or Vice President

## **Fundraising Chair**

1. Organizes all Club Sports fundraisers, specifically Ford Field
2. Searches for new fundraisers and asks for approval from the Club Sports Office
3. Compiles a list of past and present fundraisers that the council or teams have participated in
  - a. Fundraiser name and description
  - b. Contacts
  - c. Duration of fundraiser
  - d. Amount raised
  - e. Reflections of the fundraiser, including pros and cons
4. Ensures each team has created a fundraising packet
5. Completes all pre- and post- event paperwork
6. Coordinates fundraiser participants and oversees all fundraisers
7. Constructs an end of year report:
  - a. Lists the pros and cons of each fundraiser
  - b. Discusses what was done well and what could have been improved
  - c. Reports on the amount raised per fundraiser, per participating team
  - d. Argues for the continuation or discontinuation of each fundraiser
8. Asks the Club Sports Council to vote on which fundraisers to keep for the next year
9. Completes various duties assigned by the President or Vice President

## **Events and Marketing Chair**

1. Updates the Club Sports Council on monthly campus events (Varsity Games, Special Events, Student Organization Day, etc.)
2. Promotes Club Sports games and encourages Club Sports members to attend and support their fellow members
3. Collaborates with the Vice President to organize at least 1 community service event per semester (Teddy Bear Donation, Gleaners Food Bank, Breast Cancer Walk, etc.)
4. Searches for new community service events and asks for approval from the Club Sports Office
5. Assists the Recreation and Fitness Center staff with the Club Sports photo archives
6. Media Liaison (WSU The South End, Detroit Free Press, Detroit News, Channel 4, news broadcasters, local media, etc.)
7. Responsible for all aspects of Club Sports advertising
8. Organizes the annual Club Sports Banquet
9. Keeps a record of each team's community service hours for the year, recognizing the team with the most hours served at the annual Club Sports Banquet with an award
10. Completes various duties assigned by the President or Vice President