

Marquette University Law School

Executive Board Member Responsibilities

The following list is intended to reveal the great variety of tasks necessary for the smooth and effective functioning of an organization. The division of responsibility indicated here is typical of student organizations, though each group should feel free to employ a system that best meets its own unique situation.

President

Presides at organization meetings
Facilitates executive board meetings
Represents the organization to the institution
Meets regularly with the advisor
Is aware of all money matters
Assists all executive officers
Serves as spokesperson for the executive board and organization
Provides motivation for the organization
Prepares for all meetings
Coordinates programming efforts
Serves on various committees or task forces
Remains open to all opinions and input
Provides follow-up to organizational tasks
Informs the executive board of other meeting information
Coordinates the executive board transition

Vice President

Presides at organization meetings in the absence of the president
Serves as Parliamentarian
Directs constitutional updating and revision
Facilitates elections
Submits term reports
Serves as liaison to committees
Performs other duties as directed by the president

Secretary

Records and maintains minutes of all organization meetings
Prepares an agenda with the president for all meetings
Keeps the organization informed
Maintains attendance (roll call) at all meetings
Maintains a calendar of events
Serves as the organization's recognition coordinator
Maintains a phone and e-mail directory of all members
Maintains archive of photos/memorabilia from past year's events
Reserves meeting rooms for the term and year

Advises on public relations matters
Performs other duties as assigned by the president

Treasurer

Prepares the organizational budget
Prepares purchase orders, requisition forms, or supply requests
Audits books once per term with adviser
Maintains a financial history of the organization
Maintains a working relationship with the OSS
Serves on various committees and task forces
Coordinates solicitations
Claims all stolen or lost equipment
Maintains an inventory of all equipment and its condition
Makes quarterly reports of all receipts and disbursements
Performs other duties as directed by the president

Advisor

Meets regularly with the organization's president
Meets regularly with the executive board
Attends all organization meetings
Gives a report during the organization meeting
Keeps the executive board informed on institutional matters
Maintains a relationship with the OSS
Audits finances with the treasurer
Attends and advises delegations during trips, conferences, business meetings, and so on
Provides developmental activities to the executive board to assist in developing group cohesiveness
Assists the organization with election concerns
Respects and encourages all organizational functions
Provides a background history and insight to the organization
Maintains a history of the organization
Holds a goal-setting meeting for the executive board
Assists with risk management decisions

