

Club Name:

2025-2026 Officer Responsibilities and Delegations

Responsibility	President	Vice President	Treasurer	Safety & Travel	Other Officer Position/NOTES
Fall Paperwork					
<i>RSO Recognition</i>					
<i>Hazing Preventaion Module</i>					
<i>Submit Advisor&Coaches Forms</i>					
<i>Submit Fall Roster</i>					
<i>Equipment Agreement</i>					
<i>Fall Semester Schedule</i>					
<i>Risk Management Plan</i>	*				
Tier System					
<i>General Meetings</i>					
<i>Leadership Series</i>					
<i>Community Service</i>					
<i>Attendance at Events</i>					
<i>Hosting Events</i>					
<i>Fundraising</i>					
<i>Social Media/Marketing</i>					
Weekly Counts					
Travel					
<i>Pre-Travel Forms</i>					
<i>Pre-Travel Meeting&Quiz</i>					
<i>Post Travel Forms</i>					
<i>Reimbursements</i>					
NGB Communication					
Risk Management/Safety					
<i>Consent Forms for ALL</i>					
<i>Injury/Incident Reports</i>					
<i>CPR/FA Certs</i>					
Finances					
<i>Collect Dues/Donations</i>					
<i>Submit Purchase Forms</i>					
<i>Manage Accounts</i>					
<i>Sweepings/Nationals Fund</i>					
<i>EOY Budget Request</i>					
MISC:					