



# Student Organization Presidents

## Resources

- [Sample agenda](#)
- [Task chart](#)
- [Sample officer application](#)
- [Take the Lead](#)
- [Emerging Leaders](#)
- [Dragon tidbits:](#)
- [Student Leader of the Month nomination form](#)
- [Student Organization Advisor of the Month nomination form](#)
- [Student Organization of the Month nomination form](#)
- [Student Organization Advisory Committee \(SOAC\)](#)
- [Student Activity Budget Committee \(SABC\)](#)
- [MSUM Committees](#)
- [Annual Student Organization Registration](#)
- [Annual Student Organization Assembly](#)

## Responsibilities

- Preside at all of the student organization meetings.
- Prepare an [agenda](#) to create an organized, positive, and informative meeting.
  - Gather any information from officers or members that should be added to the agenda prior to the meeting.
  - Provide officers and/or members with the agenda prior to the meeting and follow the written agenda.
- Create a welcoming environment for new and current members.
  - *Starting with an [ice breaker](#) is a great way for people to get to know each other.*
- Communicate with the OSA for any updates on student organization requirements and news.
  - Collect mail from your student organization's mailbox in the OSA at least weekly or assign another officer to do so.
- Assure that all MSUM registration requirements for student organizations are met.
  - Facilitate the completion and submission of the annual [student organization registration](#) with the OSA.
- Collaborate with the student organization advisor and treasurer in preparing an annual budget.
- Maintain regular communication with the student organization advisor through email, phone calls, and in-person meetings.
- Conduct an election of officers according to the student organization's constitution.

## Suggestions

- Delegate reasonable tasks to responsible officers and members.
  - *Assign yourself only minimal responsibilities in regards to action tasks. Much of the president's time will be spent overseeing completion of tasks and helping with unforeseen issues.*
- You may want to use the [task chart](#) to follow up on individual tasks to determine whether they are being accomplished.
  - *Keep in mind that many students may not have experience in leadership roles and overestimate what they are able to accomplish. It is important to remember that academics should be all students' number one priority and to allow for flexibility in the task timeline and have a backup plan if needed.*
- Attend [Take the Lead](#) sessions.
- Attend [Leading the Way](#) sessions.
- Attend the [Annual Student Organization Assembly](#) in the fall.
- Nominate for [Student Organization Advisor](#), [Student Leader](#), and [Student Organization](#) of the Month through the OSA.
- Join a committee.
  - [Student Organization Advisory Committee \(SOAC\)](#)
  - [Student Activity Budget Committee \(SABC\)](#)
  - [Other MSUM committees](#)