



Student Organization Vice Presidents

Resources

- [Advertising options](#)
- [The Activities Resource Center \(ARC\)](#) is available for student use to make banners and posters.
- [Campus Map](#)
- [Campus Parking Map](#)
- Guest Permits are available from the Parking/Security Office located at 1616 9th Ave S.
- [Directions to campus](#)
- [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

- Serve in a leading partnership with the president and/or fill in when the president must be absent from meetings or events.
- Coordinate meeting arrangements.
 - Schedule room, date, time, and advertisement of meetings.
 - *The CMU will put a letter in the student organization mailboxes announcing when room reservation scheduling is open. Make reservations early each semester to ensure availability.*
- At the beginning of the year, send a schedule of the meeting dates to each member of the student organization.
- Advertise events throughout campus and the community through a variety of sources including many free and low-cost options on campus.
 - Assist the secretary in creating any publicity fliers or banners. *The [Activities Resource Center \(ARC\)](#) is available for student use.*
- Arrange for speakers and other guests for events.
 - Introduce speakers and guests at meetings and events.
 - *Professionals are busy individuals and often require 4-8 weeks advance notice. Once they have verbally confirmed their attendance send them a letter or email including the date, time, place, and topic agreed upon. Include [directions](#), a [map](#), and/or a parking pass if the individual is unfamiliar with MSUM's campus.*
 - *Arrange for one of the student organization's members to personally meet the speaker(s) at the building entrance and escort them to the meeting or event location.*
 - *Send a handwritten thank you letter (not email) within one week. This shows the student organization's gratitude as well as increases the likelihood that the individual would be willing to return for a future event.*
- [Inform succeeding officers of their responsibilities](#) within the student organization.

Suggestions

- Attend the [Annual Student Organization Assembly](#) in the fall.
- Develop relationships with other student organizations.
 - *This could lead to co-sponsorship of an event. Example: Dragon Entertainment Group*
- Post your events and meetings on the OSA [event calendar](#).
- Attend [Take the Lead](#) sessions.
- Attend [Leading the Way](#) sessions.
- 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](#)