

The Office of Student Life

President and Vice President Mandatory Workshop

PRESENTED BY SONIA JUAREZ

Agenda

KEY PRESENTATION POINTS

Introduction

General Club Officer Responsibilities

President's Responsibilities

Vice President's Responsibilities

How do these two positions work together?

Changes for 2026–2027

Forms

Copyright Compliance

More Forms

Questions?

Introduction



WHO ARE WE?

Student Life Staff

Sadie Grantham,
Director of Student Equity, Activities, and
Engagement

Sonia Juarez,
Student Life Coordinator

Kristen Girard,
Administrative Assistant II

GENERAL CLUB OFFICER RESPONSIBILITIES

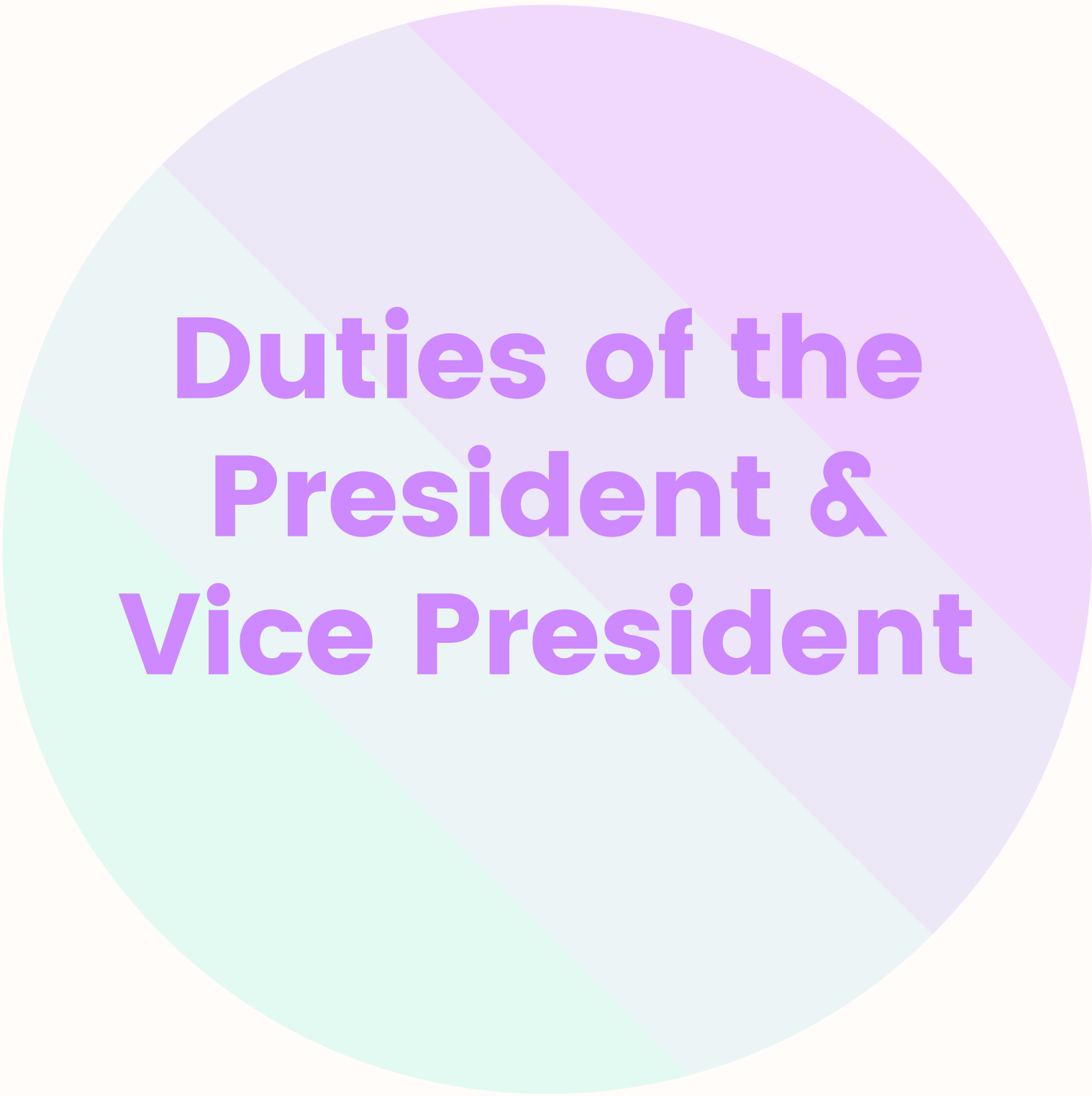
The club belongs to its members and it is the Officers responsibility:

- To see that the business of the club is conducted in an orderly, efficient, and proper manner.
- To see that the club operates according to its constitution and bylaws with general reference to the Robert's Rules of Order.
- To see that the group works toward accomplishing its goals and objectives.
- To help keep the group friendly and collaborative in which each member is given an opportunity to express themselves and participate in the club's program. If an officer's conduct becomes unprofessional, they should be remove themselves from the meeting.
- To typify to others through attitude and actions, the organization itself. An officer is its representative as well as its leader.

CONTINUED GENERAL CLUB OFFICER RESPONSIBILITIES

- Be enthusiastic, outline needed work, and follow through to see the work is being done by those who have accepted responsibility.
- To budget time well and to give proper balance to academic programs as well as co-curricular activities.
- Evaluate meetings in terms of what has been accomplished and what benefits members have received.
- Keep in close contact with the club advisor. Without their approval or presence at meetings, the club and its officers do not exist.
- Inform ICC and the Office of Student Life about all upcoming events.

The max officer positions one person can hold is two; not within the same club



Duties of the President & Vice President

The duties, as listed here, are general duties of the President and Vice President of any club/organization. Each club/organization should have a supplemental list of specific duties that are designed to fit the special functions and interests of their group. Also, if additional officers or standing committee chairpersons are appointed, their duties should be outlined and given to them at the beginning of their term of office.

DUTIES OF THE PRESIDENT

- To be an effective president:
Convene and chair all club meetings.
Know the proper procedure for conducting a meeting.
Have basic knowledge of Parliamentary Procedures.
Be impartial. Avoid expressing your personal opinions.
Prepare an agenda for each meeting.
Check the minutes of the preceding meeting to make certain you are not forgetting important business to be discussed or finished.
- Understand and follow your constitution.
- May represent the club at ICC meetings if the ICC Representative is not able to attend.
- Set an example for your organization in fairness, courtesy, and cooperation.
- Represent your group or see that a person is appointed to represent your group at all campus meetings where representation is requested.
- Must know and abide by the regulations set for in the club handbook.
- Carry out the group's decision. Advisor should counsel the president if their individual agenda gets in the way.
- Know the college policies and regulations and see that they are followed at all meetings and activities of your organization.
- Know the duties of the other officers and help them in carrying them out.

DUTIES OF THE PRESIDENT CONTINUED

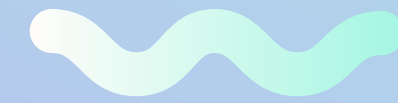
- Keep your advisor informed about all meetings, make certain they are invited to all meetings, and be certain they are consulted before making plans for special meetings and events.
THE COLLEGE REQUIRES YOUR ADVISOR TO ATTEND ALL CLUB MEETINGS AND ACTIVITIES. Be sure to check with your advisor to make certain they can attend before plans are started for activity.
- Ensure a master plan is prepared for the year's activities. Each club should have a project or goal for fall and spring semesters.
- Do not try to do all the work yourself. A good president delegates responsibilities to others. It is their role to follow up, check and recheck to see the work is being done. Total participation of all members of group makes for a strong organization.
- May propose and vote upon all club matter.

DUTIES OF THE VICE PRESIDENT

- Be prepared to take over the president's responsibilities when the president is unable to carry out their duties for any reason. The vice president must be familiar with all the duties of the president.
- Be ready to assist the president any way possible.
- Assume and carry out all special duties that may be assigned to you by the constitution, the president, the executive committee or the members.
- Attend all executive committee meetings and meetings of the organization.
- Know and understand your club's constitution and bylaws.
- May propose and vote upon all club matters.

HOW DO THESE POSITIONS WORK TOGETHER?

Both must know the club's constitution and bylaws and abide by all rules and regulations of the club and the college.



The two of them work together to help maintain an active membership, to motivate club members and to help ensure that the club is successful.

IMPORTANT CHANGES FOR 2026-2027

- Club Advisor(s) must be present at all meetings.
- If the advisor is not present, students cannot meet in the reserved room unsupervised- as per district policy.
- No food is to be eaten in the classroom without prior clearance from the Dean's office.
- All officers can only be officers in no more than two clubs.
- There is an overall two-year term, position limit that an officer can hold an officer position in any club
- Event proposals must be submitted and approved, prior to submitting a funding request form.
- Funding requests are due by **12pm** and must be received **four weeks prior to the event.**
- Field Trip Requirements

FORMS

All forms can be found at
<https://www.chaffey.edu/studentlife/clubs-orgs.php>

Forms we will be dicussing

- Event Proposal Form
- Club Minutes
- Funding Request
- Deposit Forms
- Short Form Service Agreement- Sonia completes
- Waiver of Liability Form
- Club Petition Change Form
- Transcript Inclusion Form
- Standardized Donation Letter- (sent upon email request only)
- Field Trip Requirements

Forms that Go Hand in Hand



EVENT PROPOSAL FORM

Submit at least **four** weeks prior to the event and you must receive approval before the event can take place.

Must submit prior to submitting a funding request.

FUNDING REQUEST FORM

- Must be submitted **four** weeks in advance, NO EXCEPTIONS!
- Must be submitted online before 12pm on Tuesday, with check available on Thursday at 12pm at the campus store.
- There is NEVER ANY reimbursements
- Plan accordingly

CLUB MINUTES FORM

- Any reports
- Discussion of event
- Motion & approval of any financial expenses.
- NO student ID numbers should be included

DEPOSIT FORMS

Any unspent cash & receipts must be turned into AD-102 within three business days after the event.

Copyright Compliance & Showing Movies on Campus

**Visit Swank.com to obtain
quote for license**

SET-UP OF EVENT

STEP 1

Submit Event Proposal- Students Submit

STEP 2

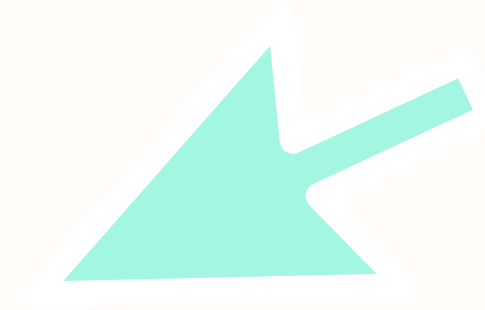
Enterprise- reservation of room or area where event will take place

STEP 3

School Dude- reserve tables, chairs, etc.

STEP 4

IT Request Form- reserve AV, such as podium, projector, speakers & microphone.



ADVISOR HAS ACCESS ONLY

MARKETING THE EVENT

- Word of Mouth
- Flyers- must be approved & stamped prior to posting
- Online Presence
- Only club advisors can submit flyer requests thru Lithography

MAKE SURE THERE IS ROOM
ON THE FLYER FOR THE
STAMP: 2 X 2 WHITE AREA



FACEBOOK

Get the word out about your event.



INSTAGRAM

Get the word out about your event.



TWITTER

Get the word out about your event.

MORE FORMS

Short Form Services Agreement

A short form services agreement is required for services that are supplied by an individual, a company, or an organization for an agreed upon fee. Chaffey College employees cannot be paid through these agreements. *Sonia must complete these agreements.*

Waiver of Liability

Students participating in a club activity are required to complete the applicable waiver of liability form. The signed form shall be retained in the office of student life for the entire academic year.

Club Petition Change Form

When there is a change in officers, club advisor, or a club name change, this form must be submitted along with the minutes supporting such change.

Transcript Inclusion Form

When an officer is in good standing for six months or more, their position can be posted to their official transcript. This is for officer's only.



Risk Management

Field Trip Requirements

*Read Field Trip Handbook

*Submit Adult Waiver Form

Here are some bullet points:

- Club Advisor's must attend all club events, and any club-funded off-campus outings or events
- Club Advisor's are responsible for room check-in and out on any overnight trips
- Minors cannot attend any overnight trips
- If a minor is attending a day trip, they must provide their own chaperone
- The waiver must be signed by all ADULTS who are attending any overnight trips and submit to Nicole.Leonard@chaffey.edu

Donation Letter

Email:

sonia.juarez@chaffey.edu



Chaffey College
Student Life

07/17/2023

Dear Student Group Program Sponsor:

This letter is intended to introduce our organization Club of Hard Knocks as an officially chartered student club that is approved and in good standing with Chaffey College. Our student club seeks to achieve thru team building skills and activities.

We have 20 active members who are involved with our student organization and engaged with student life on our campus.

We request your kind consideration to support our student organization so we can continue to pursue our goals. Any cash or in-kind support that you can provide would go a long way to benefit our members and activities, as well as help our student organization attain our educational purpose/mission.

If you would like to donate, please send checks payable to Chaffey College Auxiliary with the club name in the Memo line and mail to:

Chaffey College- Office of Student Life
c/o Club of Hard Knocks
5885 Haven Avenue
Rancho Cucamonga, CA 91737

Donors will be presented with a letter of thanks as well as an acknowledgment for your tax-deductible donations. A Federal Tax ID number is available upon request. Thank you for your consideration in support of our club!

Sincerely,

Ashley Reed

Ashley Reed (Jul 17, 2023 09:53 PDT)

Club President

Sasha Rodriguez

Sasha Rodriguez (Jul 17, 2023 09:57 PDT)

Club Advisor

Professor of Arts

Verified by:

Sonia R. Juarez

Sonia R. Juarez

Student Life Coordinator

sonia.juarez@chaffey.edu

(909) 652-6589

SONIA JUAREZ

EMAIL ADDRESS

sonia.juarez@chaffey.edu

PHONE:

909-652-6589

**Contact
Information**



