



**SIGMA GAMMA THETA**

**THE SOCIETY OF WOMEN IN THEOLOGY**

**BEULAH HEIGHTS UNIVERSITY ALPHA CHAPTER**

**Executive Leadership Council Duties & Responsibilities**

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## Expectations

### **Executive Student Council Required Skills and Qualifications**

This organization desires leaders who have a passion for helping others and speaking with groups. Two years' experience in organizational leadership, conducting community outreach and coordination is preferred but not required. The following skills are essential for all positions to get the job done:

- Community relation management – knowledge of a local community's needs and the ability to engage people in creative conversation are essential qualities
- Conflict resolution – identifying the root cause of disputes and using negotiation tactics to encourage resolution
- Public speaking – strong public speaking skills to present at public and private meetings
- Marketing – promotional skills are essential to effectively share the organization's message with a local community
- Interpersonal skills – a critical duty is building trusting and effective partnerships to facilitate engagement and outreach. Must be able to quickly relate with many different types of people
- Administrative skills
- Writing skills – creating documentation, materials and written reports that present the organization in a professional and excellent manner
- Good oral communication skills
- Sincerely enjoy working with and helping people
- Able to apply sound judgment
- Is thorough
- Enjoys problem solving
- Access to word processing and data collection software. i.e. Microsoft Word, Excel, etc.
- Competence in creating and managing documents and spreadsheets.
- Detail oriented
- Timely
- Trustworthy and dependable
- Honest and forthcoming

The following are job descriptions for the core Executive Student Leadership Council positions. For any further explanations or for answers to any questions, please contact

Dr. Iria L. Abram

(404) 627-2681 ext. 159

Iria.Abram@beulah.edu



## Community Liaison Job Description

This position is open to BHU students and non-students. A community liaison serves as a human link between organizations and the people they serve. These liaisons work in a variety of industries, such as social services, healthcare, education, banking, and government. Community liaisons can be found in a diverse range of settings, including schools, police departments, hospitals, nursing care facilities, and community centers. Advocating for others is a key responsibility. Individuals who love speaking with different kinds of people and making a difference in the lives of others at the grassroots level will thrive in this role. Community liaisons normally split their time between offices and traveling to meet with individuals in the local community.

### **Community Liaison Duties and Responsibilities**

- Serve as a Point of Contact

The community liaison is a personal contact for an organization's members. They help orient people with programs and events, offer advice, or provide referrals to services. Reinitiating contact with non-active members, or community programs that need follow-up is another key responsibility.

- Hold Community Outreach Meetings

Community liaisons schedule outreach meetings with local community members to discover their issues and concerns. Following a community meeting, a liaison will write reports to share insights with the organization. They may conduct further research and organize follow-up meetings with certain community leaders – like politicians, business persons, law enforcement, and local neighborhood influencers – to build relationships and partnerships that support SWT's core values.

- Handle Marketing and Fundraising Activities

Promoting grassroots marketing initiatives is a key task for community liaisons. They perform marketing and sales-related functions such as hosting events, making presentations, calling members and partners, etc. Their marketing activities help develop strong and lasting relationships on behalf of their organization. They work in collaboration with the Treasurer for fundraising activities; which the Treasurer is the lead coordinator of.

- Manage Community Public Relations

Interfacing with communities and openly representing the organization among public officials, businesses, other agencies, news outlets, and the general public is another responsibility of community liaisons. They also take charge of planning, preparing, and distributing written press releases. Overall, a community liaison's goal is to increase public awareness of their organization's activities in a favorable way.

- Remains fair and impartial during organization decision making process
- Performs other duties as directed by the President



## Parliamentarian Job Description

A Parliamentarian is an expert in rules of order and the proper procedures for the conduct of meetings. Parliamentarians assist organizations in the drafting and interpretation of bylaws, rules of order, and in the planning and conduct of meetings.

### **Parliamentarian Duties and Responsibilities**

- Uphold Bylaws

Bylaws define the make-up, governance, rights and responsibilities of a given organization and its members. They also define specific rules, which may be unique to an organization, which cannot be suspended, but must be adhered to.

- Guidance and Advisement

Parliamentarians assist the organization in drafting and interpreting bylaws, specific to the needs of the organization. The parliamentarian will ensure that the bylaws are legislatively compliant.

- Parliamentary Opinions

When asked for input or clarification, the Parliamentarian will review the organization's governing documents and provide a clear opinion as to how to proceed within the rules.

- Meeting and Convention Planning

Parliamentarians are often called upon to assist organizations in planning meetings or conventions to specify the proper sequence of events, proper protocol, what to say in the presentation or introduction of various attendees, opening ceremonies, seating, etc. The parliamentarian is of special use in the preparation of scripts for the chair, credentials reports and considerations, election forms and reports, and the processes in the consideration of motions and bylaw amendments.

- Serving as Parliamentarian at Meetings

The role of the parliamentarian at a meeting is to be a resource to the chair, to assist the chair in the conduct of the meeting. The parliamentarian unobtrusively gives the chair help, guidance and support during the meeting. The chair can and should consult with the parliamentarian when not certain on how to rule on a question or proceed in the circumstances.

- Remains fair and impartial during organization decision making process
- Performs other duties as directed by the President



## Secretary Job Description

The Secretary is in charge of organizing the official records of the organization and taking notes at meetings (“minutes”). They are responsible for scheduling all appointments and is in charge of all correspondence.

### **Secretary Duties and Responsibilities**

- Obtains appropriate facility usage confirmations for organization activities
- Keeps a record of all members of the organization
- Keeps a record of all activities of the organization
- Prepares an agenda with the President for all meetings
- Notifies all members of meetings
- Prepares organization's calendar of events
- Keeps the organization informed of both organizational and university business
- Keeps and distributes minutes of each meeting of the organization
- Creates and distributes agendas for each meeting of the organization
- Maintains attendance at all meetings
- Serve as the organization’s recognition and appreciation coordinator
- Maintains organizational records, storage, and office
- Prepares and files any report required
- Handles all official correspondence of the organization
- Collects organization mail from the faculty director or wherever mail is received
- Represents organization at official functions
- Remains fair and impartial during organization decision making process
- Performs other duties as directed by the President



## Treasurer Job Description

The Treasurer of the organization keeps track of all money, revenue, expenses, pledges, membership dues, donations, etc. This includes records of the organizations bank account, any event ticket sales, and payments made; in short, all receivables and payables. The Treasurer is also expected to be the first option for covering the Secretary's duty to record meeting notes and minutes if the Secretary cannot attend a meeting.

### **Treasurer Duties and Responsibilities**

- Is familiar with accounting procedures and policies
- Serves as the primary signatory on financial accounts
- Serves as chair of the finance committee
- Is responsible for making sure the organizations bills are paid
- Collects organization dues in cash or by check, and manages electronic dues payments
- Keeps all financial records of the organization
- Prepares an annual budget
- Prepares all budget requests for funds
- Prepares and submits financial reports to the members
- Maintains a financial history of the organization
- Provides the director with a summary of financial records at the end of the academic year
- Advises members on financial matters (i.e. vendors, ticket selling procedures)
- Prepares purchase orders, requisition forms, or supply requests
- Coordinates fundraising drives
- Coordinates solicitations
- Maintains an inventory of all equipment, its value, and its condition
- Represents organization at official functions
- Remains fair and impartial during organization decision making processes
- Performs other duties as directed by the President



## Vice-President Job Description

The Vice-President of the organization must be ready to take on the responsibilities of the President in the event that the President is not available or is no longer in office. This may include decision making, representing the organization socially, politically, etc. The Vice-President is also in charge of organizing committees.

### **Vice-President Duties and Responsibilities**

- Assumes the duties of the President in their absence
- Serves as an ex-officio member of standing committees
- Directs Bylaw updating and revisions
- Facilitates election of officers
- Recruits new members
- Represents organization at official functions
- Remains fair and impartial during organizational decision making processes
- Performs other duties as directed by the President



## President Job Description

The President of the organization is the primary officer and takes overall responsibility for the organization's activities. Being president is a lot of work, but very rewarding. The President is the primary person to engage with the faculty director and chairperson. The President represents the organization in speaking to the student body, faculty, administration and larger community. Above all, the President must be masterful in leadership, recruiting, and rallying people together through common interest.

### **President Duties and Responsibilities**

- Presides over meetings of the organization
- Calls special meetings of the organization
- Facilitates executive board meetings
- Prepares and files any report required
- Appoints committee chair people
- Maintains contact with the organization's faculty director and chairperson
- Maintains contact with the organization's alumni
- Maintains contact with community partners
- Maintains contact with (inter)national organization
- Represents the organization to the University
- Serves as a spokesperson for the organization
- Serves as a secondary signatory on financial accounts
- Assists all executive officers
- Provides follow-up to organizational tasks
- Organizes executive board events and activities
- Coordinates executive board officer transitions
- Represents organization at official functions
- Remains fair and impartial during organization decision making processes
- Provides encouragement and motivation to fellow officers and organization members