Club Sports Council Positions Descriptions

President- The President is responsible for facilitating all Council meetings, organizing the Council's agenda and representing the Council in all dealings with the University and its officials. He or she assists the Coordinator of Club Sports in addressing the needs of the Club Sports Teams.

Vice-President- The Vice-President will assume the duties of the president in the absence of the President. The Vice-President will take the lead in planning any Club Sports Council events. The Vice-President will communicate with clubs about the upcoming council meetings. The Vice-President will be in communication with clubs and will address issues raised during council meetings.

Secretary- The Secretary records all minutes and actions taken by the Club Sports Council. Responsibilities also include taking role at Council meetings, reporting decisions made by the Club Sports Council, and helping promote Club Sports to the University community.

Treasurer- The treasurer will monitor and report the Club Sports Council budget and assist the Club Sports Coordinator with record keeping. Treasurer will also call to discussion funding requests and other financial issues during Club Sports Council Meetings. Treasurer will provide the council with diverse financial planning options.

Safety Officer- The Safety Officer will work to ensure that all clubs have proper safety equipment and understand all risk management policies. The Safety Officer will be responsible for keeping up to date with the best practices for risk management and will make recommendations for changes to the council and the Club Sports Coordinator.