DIVVY UP ROLES & RESPONSIBILITIES

As you put together your team, be flexible! Keep note of people’s strengths and seemingly unrelated interests and see how you can pool that to work as a dynamic, innovative, organized, collaborative team. Good leadership is critical in retaining members and carrying out successful projects. Check your school’s club requirements before outlining roles and responsibilities. Use the chart and descriptions below as a starting point but discuss as a group what structure, positions and responsibilities make the most sense.

POSSIBLE ORGANIZATIONAL STRUCTURE
SAMPLE POSITIONS

PRESIDENT
- Responsible for the overall direction of the program
- Oversees and plans regular meetings
- Serves as the liaison between Student United Way and the local United Way
- Advises all other member of the Executive Board
- May also serve on local United Way’s Board of Directors

VICE PRESIDENT
- Assists the President in fulfilling their obligations
- Acts as President in the event they are not able
- Arranges all logistics for regular meetings
- Attends local United Way Board meetings on behalf of the President when they are unavailable

TREASURER
- Oversees organizational budget
- Keeps accurate financial records
- Develops and submits funding request applications to student government association

SECRETARY
- Keeps minutes and attendance records for regular meetings
- Maintains membership records and contact information
- Keeps records of Member of the Month award and other incentives

MEMBERSHIP CHAIR
- Develops and implements a strategy for membership recruitment
- Develops and puts together new member informational documents
- Retains existing members through recognition and other incentives

PHILANTHROPY/“GIVE” CHAIR
- Organizes entertaining and innovative fundraising events to benefit local United Way and partner agencies
- Coordinates annual Student United Way campaign
- Assists local United Way staff with campus faculty and staff campaign

SERVICE/“VOLUNTEER” CHAIR
- Coordinates and organizes community service/volunteer activities once per month for Student United Way members
- Coordinates annual Day of Action, if on campus
- Works with United Way on special volunteer efforts as needed

PR CHAIR
- Markets Student United Way to students through social media, fliers and activities fairs
- Maintains website and social media pages
- Creates and distributes monthly e-newsletter to members
- Ensures that Student United Way follows United Way Worldwide’s brand standards