

# Club Officers

## TIPS FOR STUDENTS

NAMI does not have specific requirements for what officer positions your NAMI on Campus club needs to have to be approved. However, your school may have requirements so check with them before assembling your executive board for your NAMI on Campus club.

At the very minimum, most clubs typically have a president, vice president, treasurer and secretary. Many NAMI on Campus club leaders find that additional officer positions are needed to successfully run the club.

**It is up to you to decide what your club's goals will be and who you will need to accomplish your goals. You will want to choose officers you trust and who can help with the responsibilities of starting and running a NAMI on Campus club. Do not try and do everything on your own!**

You will also want to decide a fair process for electing officers each school year. When you are just starting your club, you may not want to hold formal elections but instead select officers on your own through an application process or by choosing your trusted friends.

Here are some common officer positions NAMI on Campus clubs have created and the descriptions for these positions. Again, it is up to you to decide which positions are best for your club.

### President

The PRESIDENT will oversee all club activities, assist in program planning and development and ensure that the club is meeting its stated mission. The President will serve as the official representative, advocator and spokesperson for the club and will call and preside over regular meetings. The President will work closely with the Faculty Advisor and serve as a liaison between the on-campus club and NAMI State Organization and NAMI Affiliate. The President is expected to delegate responsibilities to the other members of the executive board appropriately. .

### Vice President

The VICE PRESIDENT will run meetings in the President's absence and assume duties of the President, when the President is physically unable to fulfill obligations. The Vice President will assist other officers in their duties as well as assume additional responsibilities as they may arise. The Vice President is also responsible for facilitating the collaboration of the club with other established services and organizations at the university and in the greater community.

### Treasurer

The TREASURER is responsible for all financial transactions of the club, including collection of membership dues. The Treasurer will maintain current and accurate records and reports of the club's financial matters, make budgetary recommendations and receive written approval by either the President or Vice President for all financial transactions.

## **Fundraising Coordinator**

The FUNDRAISING COORDINATOR is responsible for identifying appropriate sources of funding, arranging donations of materials with local businesses, completing grant applications and organizing internal fundraising activities.

## **Secretary**

The SECRETARY is responsible for recording all activities and events of the club (with the exception of private exchanges during support group meetings), attending and taking minutes during executive board meetings, maintaining membership information and related paperwork and contacting members about club updates and meeting information. The Secretary is also responsible for creating and maintaining the club website.

## **Program Coordinator**

The PROGRAM COORDINATOR shall assist in the development and execution of ongoing programs, which includes making necessary contacts on behalf of the club and arranging for meeting room space, materials and catering.

## **Public Relations Coordinator**

The PUBLIC RELATIONS COORDINATOR is responsible for publicity of the club's mission, meetings, programs, and events. They shall also assist in the recruitment of members and maintain contact with the membership throughout the year.

## **Activities Coordinator**

The ACTIVITIES COORDINATOR will be responsible for organizing volunteer activities, social events and other activities for club members to attend. The Activities Coordinator will also plan mental health awareness campaigns, speaker events and other campus-wide events to increase the awareness of mental health issues in students.