CBSW Officer Descriptions & Responsibilities

**President:** The President is the ambassador for the UMCBSW to the faculty, the Taskforce, and the community. The President is responsible for the following things:
- Sets vision for student organization
- Facilitating all UMCBSW student meetings (taking place in person and via zoom, typically 4x a year)
- Organizing and planning student meetings
- Participating in UMCBSW events that are located in their home city
- Sending reminders about UMCBSW events to students (via email, text, groupme)
- Communicating closely with the Faculty Advisor
- Communicating with the Leadership Team
- Recruiting new student members to join the UMCBSW
- Developing younger social work leaders to continue to the UMCBSW tradition
- Actively have a UMCBSW mentor
- May be asked to attend one or two Board Meetings via zoom per year
- Attend Student Leadership Retreat during Fall Semester to meet other student leaders and to plan
- Model SW Principles, Values, Ethics

**Vice President:** The Vice President is responsible for assuming all responsibilities of President if needed. The Vice President is responsible for the following things:
- Working closely with the President to organize and plan student meetings
- Participating in UMCBSW events that are located in their home city
- Recruiting new student members to join the UMCBSW
- Developing younger social work leaders to continue to the UMCBSW tradition
- Actively have a UMCBSW mentor
- Attend the Student Leadership Retreat during Fall Semester to meet other student leaders and to plan
- Model SW Principles, Values, Ethics

**Secretary:** The Secretary is responsible for monitoring communication related to the CBSW. The Secretary is responsible for the following things:
- Working closely with the President and the VP to organize and plan student meetings
- Taking notes at all student meetings and disseminating them to the UMCBSW student group
- Participating in CBSW events that are located in their home city
• Recruiting new student members to join the UMCBSW
• Developing younger social work leaders to continue to the UMCBSW tradition
• Actively have a CBSW mentor
• Student Leadership Retreat during Fall Semester to meet other student leaders and to plan

**Treasurer:** The Treasurer is responsible for monitoring financial aspects of UMCBSW. The Treasurer is responsible for the following things:
• Responsible for handling UMCBSW fundraisers and managing the organization’s budget
• Working closely with the President, VP, and Secretary to organize and plan student meetings
• Developing younger social work leaders to continue to the UMCBSW tradition
• Participating in UMCBSW events that are located in their home city
• Actively have a UMCBSW mentor
• Attend the Student Leadership Retreat during Fall Semester to meet other student leaders and to plan
• Model SW Principles, Values, Ethics

**Other Potential Officers:**
Event Planner (all CBSW events, including service days)
Student Membership Coordinator