

## **Eco-Rep Student Organization – Officer Positions**

### Organization Purpose

Increase awareness of resource and energy conservation among housing residents at Oklahoma State University through leadership and peer-to-peer programming. Eco-Reps promote a sustainable lifestyle and help create a culture of sustainability in Housing & Residential Life.

Officers must be full-time students in good standing. Officers are elected in January and serve February through December in their positions and through the following April as mentors to the officers who replace them.

### President

The president will be responsible for leading the organization toward growth and positive impact at OSU. The president will be responsible for planning three programs per semester that serve the purpose of the organization. The president also will:

- hold officer meetings weekly for planning purposes
- hold club meetings every other week or twice per month, at a minimum
- communicate with co-advisors every other week, at a minimum
- develop agendas in advance of meetings
- maintain the Eco-Rep email account by updating passwords when promoted

### Vice President

The vice-president will help the president plan and execute the same three programs per semester that serve the purpose of the organization. The vice-president also will:

- serve as president in the president's absence
- serve as historian and photographer of events/activities
- post to social media account(s)
- maintain programming spreadsheet

### Treasurer

The treasurer will create a budget at the beginning of every semester that must be approved by the president and advisor. The treasurer will be responsible for tracking expenses and income and may be asked to plan fundraisers for the organization. The treasurer also will:

- register the organization's signature card and keep it up to date
- complete Student Government Association training to receive funding
- prepare and provide all requested information when funding is being pursued

### Secretary

The secretary shall keep minutes of all official meetings of the leadership and/or body. These minutes will be posted to CampusLink within 7 days of a meeting for member and advisor access.

The secretary also will:

- keep a roster of members that includes: contact information, residence hall, club position (Eco-Rep Officer, CoCo-elected Eco-Rep, Eco-Rep Volunteer, or Advisor)
- send email or GroupMe meeting notice 2 days before each meeting
- send email reminder meeting notice with agenda on day of meeting
- approve new member requests to CampusLink and welcome each new member by inviting them to the next Eco-Rep meeting