Officer Responsibilities

A. President
- Conduct and call meetings to order
- Call special meetings as needed
- Reserve space for SOC meetings
- Follow-up with organizations after the SOC funded programs
- Initiate projects and programs that are deemed necessary for the welfare of registered student organizations
- Serve as liaison to Student Involvement, Texas State Administration, and Student Government
- Manage and maintain SOC email account
- Oversee various officer responsibilities
- Conduct one on one meetings with individual SOC members
- Meet weekly with advisor(s)
- Hold minimum of four (4) office hours per week

B. Vice President
- Enforce all tenants of the Student Organization Handbook
- Oversee the activity of the Judicial Board, serving as chair
- Create and submit all completed program packets for SOC events
- Provide additional support for new student organizations including awareness and understanding of Student Involvement @ LBJSC and University policies and procedures
- Create and maintain all SOC budgets
- Provide copies of SOC funding applications at meetings
- Follow up with student organizations in regards to SOC funding decisions
- Keep a list of organizations ineligible for funding
- Maintain and keep organization of Food Handling Kit
- Meet weekly with the advisor(s)
- In the absence of the President, assume the role of President
- Manage and maintain SOC email account
- Hold minimum of two (2) office hours per week

D. Education Coordinator
- Coordinate Student Organizations Conference for each Fall and Spring semester
- Keep track of Student Organization Conference attendance and evaluations
- Coordinate education programming for student organizations
- Coordinate educational programming and teambuilding activities for SOC
✓ Coordinate advisor education and additional RSO educational seminars
✓ Meet weekly with the advisor(s)
✓ Manage and maintain SOC email account
✓ Hold minimum of two (2) office hours per week

E. Event Coordinator
✓ Coordinate Fall and Spring Student Involvement Fairs (2), Advisor Appreciation, and BOKO Awards and any other SOC hosted events
✓ Delegate program responsibilities to SOC members well in advance
✓ Work with the Marketing and Public Relations Coordinator to promote all events
✓ Collaborate with Student Involvement @ LBJSC on BOKO Awards
✓ Create and submit all completed program packets for SOC events
✓ Meet weekly with the advisor(s)
✓ Manage and maintain SOC email account
✓ Hold minimum of two (2) office hours per week

F. Marketing and Public Relations Coordinator
✓ Maintain SOC website
✓ Maintain SOC social media accounts
✓ Develop an annual marketing/PR plan
✓ Interview Bobcat Leaders and Organizations of the Month
✓ Create all SOC flyers and promotional materials
✓ Create video slideshow for BOKO Awards and Advisor Appreciation
✓ Take and keep pictures and videos of all SOC events
✓ Meet weekly with the advisor(s)
✓ Manage and maintain SOC email account
✓ Hold minimum of two (2) office hours per week.

G. Outreach (4)
✓ Initiate and maintain contact with organizations
✓ Attend and present to at least six (6) Registered Student Organization meetings per semester
✓ Communicate funding procedure and regulations to student organizations
✓ Attend SOC funded events per responsible category
✓ Maintain SOC website and social media accounts
✓ Develop an annual marketing/PR plan for SOC
✓ Interview Bobcat Leaders and Organizations of the Month
✓ Meet weekly with the advisor(s)
✓ Manage and maintain SOC email account
✓ Hold minimum of two (2) office hours per week