

Executive model

President

- The President is the primary student contact for the student group and the “external spokesperson” of the group who regularly interacts with other student organizations and university officials.
- He/she is the liaison between the student organization, the advisor and other university or community contacts.
- This position develops the student’s leadership skills, communications skills and makes him/her more responsible.
- He/she will have to oversee the event planning, the meetings, report to the main CJPME office, take care of the paperwork and makes sure their work falls under CJPME’s mission and the university’s by-laws.

Vice-President (if necessary – the secretary could also assume these responsibilities)

The right hand of the President.

- Overlooks the activities in the absence of the president;
- Overlooks the treasurer’s tasks;
- Supervises the group’s meetings.

Secretary (if necessary – the vice-president could also assume these responsibilities)

- Handles correspondence;
- Arranges appointments between the campus group and guest speakers, CJPME, etc.;
- Types and collates reports or meeting summaries (producing agendas and taking minutes);
- Managing databases (if any).

Treasurer

You should elect a treasurer whose sole job it is to oversee all funds and transactions associated with your group.

The treasurer’s duties include:

- Obtaining the budget provided from the university;
- Working with the groups to develop an individual budget for each event;
- Overseeing the expenditure of funds associated with the groups events.

This all can be done through an Excel spreadsheet in which the treasurer records all pertinent information about the transactions (including names, dates, event, amount, the purpose of the transaction, etc.).