



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