STANFORD OUTDOORS COUNCIL VOTING POSITION DESCRIPTIONS

Stanford Outdoors is operated using a student council. This Council is made up of seven voting officers and 3 administrative officers (non-voting). The voting members of the Council are first considered an Officer at large and required to conduct the work described of that position below. In addition to these responsibilities each Officer will assume and additional role as the President, Vice-President, Financial Officer, or Committee Chair. The requirements of these positions are also described below.

OFFICER (AT LARGE)

Reports to: Stanford Outdoors Council
Term of Office: One Year
Qualifications: Must have been elected by the members of Stanford Outdoors.

General Responsibilities:
The Council is the governing body of Stanford Outdoors and all authority within the Organization is delegated by it. Officers of the Council are responsible for the overall effectiveness and financial stability of the Organization.

Special Responsibilities:

Planning:
• Approve the Organization's philosophy, mission statement and review management's performance in achieving the mission statement.
• Annually assess the organization and approve the Organization's strategic plan in relation to it.
• Review and approve the Organizations financial goals.
• Annually review and approve the Organization's budget.
• Propose and refine major policies and procedures.

Organization:
• Hire, monitor, appraise, advise, support, reward, and, when necessary, change Administrative Officers.
• Evaluate status of organizational strength and manpower in regard to planning of the long-range goals.
• Follow all nomination and election procedures dictated by the bylaws to fill Council vacancies.
• Annually approve the Performance Review of the Administrative Officer as well as key staff.
• Participates in annual review of the performance of the Council and takes steps to improve its performance.

Operations:
• Be a representative on a committee if not in a key role; work on getting the committee running by providing guidance to the members through explaining committee charge, past committee work, connection to the strategic plan, upcoming projects; bringing motions of the committee to the Council.
• Provide candid and constructive criticism, advice, and comments.
• Propose/Approve major actions of the Organization, such as major program and service changes.

Audit:
• Keep the Council and its committees adequately and currently informed and held accountable through reports and other methods of the condition of the Organization and its operations.
• View reports for proper reflection of the operating results and financial condition of the Organization.
• Define and identify conflicts of interest throughout the Organization and diligently administer procedures enforcing policies against those conflicts.
• Review compliance with relevant policies set forth by the University affecting the Organization.

PRESIDENT

Reports to: Stanford Outdoors Council
Term of Office: One Year as President of the Council
Qualifications:
The President of the Council must have been elected by officers of the Council, served for one year and should have proven abilities of leadership, communication, program management, volunteer effectiveness, and a working knowledge of budgets and finance.

General Responsibilities:
The President of the Council is the chief elected officer and executive of the voluntary student organization and has overall responsibility for the operation of the volunteer leadership and staff, operations, programs, and general organization well-being.

Special Responsibilities:

Community:
• Speaks to the community on behalf of the organization (as does the Administrative Officers); proactively represents the organization in the community.

Meetings:
• Develops agendas for meetings in concert with the Administrative Officers.
• Presides at council meetings.

Committees:
• Recommends/seeks advice on which committees are to be established.
• Makes sure each committee has a chairperson and makes sure that their work is carried out.
• Recommends committee chairs with an eye to future succession.

Administrative Officers:
• Establishes search and selection committee (usually acts as chair) for hiring Administrative Officers.
• Optimize the relationship between the council and Administrative Officers
• Convenes council discussions on evaluating the Administrative Officers based on performance expectations; conveys information to the Administrative Officers.
• See that the council functions effectively, interacting with the Administrative Officers optimally, and fulfills all of its duties.
• Works with the Administrative Officers to develop council agendas.
• Reflect any concerns management has in regard to the role of the Council or individual Council members. Reflect to the Administrative Officers the concerns of the Council and other constituencies.
• Works with the Administrative Officers to channel grievances through the proper channels while maintaining confidentiality.
Council Affairs:
• Ensures that council matters are handled properly, including preparation of pre-meeting materials, committee functioning, and orientation of new council members.
• Present to the Council an evaluation of the pace, direction, and organizational strength of the Organization in reference to the strategic plan.
• Annually focus the Council's attention on matters of organizational governance that relate to its own structure, role, and relationship to Administrative Officers.
• Fulfill such other assignments as the Chairman and Administrative Officers agree are appropriate and desirable for the Chairman to perform.

Post Presidency Affairs:
• Mentorship of the new president
• Ensure a smooth changing of the guard

VICE PRESIDENT – COMMON ADVENTURE CLUB REPRESENTATIVE

Reports to: Stanford Outdoors Council & Common Adventure Club Leadership
Term of Office: One Year as Vice-President of the Council
Qualifications: Must have been elected by the Officers of each recognized Common Adventure Club.

General Responsibilities:
The Vice President is to be the voice of the Common Adventure Clubs at large ensuring their interests in both the operational and visionary decisions made by Stanford Outdoors Council (SOC) and Stanford Outdoor Education (SOE) management.

Special Responsibilities:
• Represent the Common Adventure Clubs during Council meetings.
• Participate on the Common Adventure Consultants Committee.
• Keep all Common Adventure Clubs abreast with the on goings of the council by disseminating the minutes with clarification on topics that relate specifically to the Common Adventure Clubs.
• Conduct Common Adventure Club committee meetings as needed with an agenda provided two weeks in advance.
• Establish and carryout an organized format for the meetings.
• Submit monthly reports to the Council for SOC meetings one week in advance.
• Act as a liaison for the SOC in mentoring Common Adventure Clubs.
• Inform the SOC of any leadership changes with the Common Adventure Clubs.
• Encourage the Common Adventure Clubs to submit issues, interests, or updates to the Council two weeks prior to Council meetings.

FINANCIAL OFFICER

Reports to: Stanford Outdoors Council
Term of Office: One year as Financial Officer
Qualifications: Must have been elected by the officers of the Council. Should exhibit qualities suitable for the Financial Officer of the Council.

General Responsibilities:
The primary responsibility of the Financial Officer is the overall fiscal management of the Organization in accordance to the SSE Capital Group regulations. The Financial Officer shall make a report at each Council meeting, assist in the preparation of the budget, assist in execution of fundraising plans, and make financial information available to Council members and the public.

**Special Responsibilities:**

- May work directly with the bookkeeper or other staff in developing and implementing financial procedures and systems.
- Will assist in preparing the annual budget and presenting the budget to the Council for approval.
- Ensures that appropriate financial reports are made available to the Council.
- Regularly reports to Council on key financial events, trends, concerns, and assessment of fiscal health.
- Works with the staff to ensure that appropriate financial reports are made available to the council on a timely basis.
- Ensures sound management and maximization of cash and investments.
- Be certain that the financial structure of the organization is adequate for its current needs and its long-range strategy.
- Be assured that published reports properly reflect the operating results and financial condition of the organization.

**Post Financial Officer Affairs:**

- Mentorship of the Financial Officer
- Ensure a smooth changing of the guard

**ROLE OF THE COMMITTEE CHAIR**

**Basic Function:**

Consistent with Council policies and strategic plan, the committee chair guides the committee in its work as outlined in the committee charge.

**Responsibilities:**

- Familiarize yourself with your committee’s charge. You may see opportunities for your committee to assist with other projects that are being developed and you may see the need for specific products and information that your committee could develop.
- Organize the committee members and initiate communication. E-mail and Basecamp are the most popular means for facilitating committee work. Upon receiving a roster, the chair is expected to contact everyone with introductions and a welcome.
- Plan the work of the committee in accordance with the Goals and Strategic Plan and more directly along your committee’s specific charge. Think about the best ways to carry out the work of the organization that would be most useful to our organization.
- Work with the rest of the Council and staff to ensure that the work of the committee is being carried out and that you have the tools you need to be equipped to do the work of your committee.
- Coordinate any activity that has a potential budgetary impact with the Financial Officer.
- Inform committee members of meeting times and deadlines. Prepare agendas, outlines, and all other documents you will be using well in advance and distribute to members. Always post copies of official committee correspondence and documentation to Basecamp.
• Each committee chair is required to complete a written report after the committees’ meetings, which must be submitted prior to the monthly board meeting. These reports help communicate the work of your committee to the rest of the Council and helps committee members stay on track of the work at hand.

• Communicate with the prior chair or the committee, committee members, and the staff if you need background information on the prior work of the committee.

• Make policy recommendations for consideration by the entire Council.

• Inform the Council of any committee resignations.

• Supervise the work of the committee. Notify the President of members who exhibit excellent leadership and collaboration skills, to be included in future committees or recommended for leadership positions in the Council. Also make sure to identify any members who are not fulfilling their obligations and ask for them to be removed if necessary.