

# Student Organization Council

The purpose of the Student Organization Council (SOC) is to serve as a governing body responsible for representing student organizations at Austin Peay State University as well as addressing their needs. Duties of the SOC include recognition of new student organizations, review and re-recognition of existing student organization, funding of student organization events and student organization development.

## Essential Functions of All Positions

- Ability to build and maintain rapport with student organizations and advisers as well as the general APSU student population.
- Ability to promote team spirit and to encourage collegiality.
- Ability to plan and implement meaningful meetings for the SOC.
- Ability to work independently and to collaborate effectively with others.
- Must be able to maintain confidentiality.
- Review and update organization policies and procedures.

## Minimum Qualifications of All Positions

- Must be an Austin Peay State University student enrolled in at least nine credit hours for undergraduate students and at least six credit hours for graduate students, excluding summer hours.
- Must have a 2.5 cumulative grade point average including developmental and transfer credits (cumulative GPA of a 3.0 for graduate students).
- Must be in good academic standing with no formal discipline record.
- Must be an active member of a registered APSU student organization. The person does not need to be in a leadership position.
- Serve in position from May to April.
- Participate in transition mentoring prior to position start.
- Strong interpersonal, organizational and decision-making skills

## President

### Primary Duties and Responsibilities

- Preside over meetings of the SOC Executive Board and arrange for additional meetings as necessary;
- Organize and preside over meetings with recognized student organizations;
- Represent SOC on University committees;
- Coordinate and facilitate, with the advisor, the annual student organization training;
- Coordinate and facilitate student organization travel allocations;
- Help organize and implement involvement fairs;
- Serve as a liaison between the SOC, student organizations and the APSU administration;
- Set and maintain office hours in the Office of Student Life and Engagement.
- Execute special projects on behalf of the SOC adviser.
- Cannot serve as president of another student organization during their term of office in the SOC.

## **Executive Vice President**

### **Primary Duties and Responsibilities**

- Set deadlines for student organization registration materials;
- Collect and manage all organization, officer, and adviser information for recognized student organizations;
- Establish and maintain organization files and contact lists;
- Organize and facilitate organization in-service trainings as needed;
- Serve in the role of president in the president's absence;
- Set and maintain office hours in the office of Student Life and Engagement.
- Execute special projects on behalf of the SOC adviser.

## **Vice President of Finance**

### **Primary Duties and Responsibilities**

- Coordinate and facilitate student organization financial trainings;
- Manage and maintain all student organization funding requests;
- Organize and facilitate all student organization funding meetings;
- Submit all budget transactions and check requests to the adviser within 10 academic days of an event;
- Work with the SLE administrative assistant to maintain an accurate master budget ledger;
- Set and maintain office hours in the Office of Student Life and Engagement.
- Execute special projects on behalf of the SOC adviser.

## **Vice President of Marketing and Communication**

### **Primary Duties and Responsibilities**

- Organizes and monitors tables and events to market the SOC
- Monitors and updates Peaylink website on a weekly basis;
- Creates and distributes weekly SOC newsletter;
- Provides marketing assistance to student organizations;
- Facilitate communication between the Office of Student Life and Engagement, the SOC and student organizations through emails;
- Maintain all social media accounts, including Facebook, Twitter, and Instagram
- Set and maintain office hours in the Office of Student Life and Engagement.
- Execute special projects on behalf of the SOC adviser.