SPO Leadership Positions

President

Charged with providing leadership and direction to the SPO board and its members. The president is responsible for ensuring that the SPO board completes its responsibilities for the governance and success of the club. He/she will remain in constant communication with the SPO advisor to ensure that the academic and community goals are fulfilled. The president will be the spokesperson for SPO and will work to maintain key relationships within and outside of SPO. The president (in conjunction with the VP) will complete the annual report due by April 30 each year to SPOpresident@sigmaphiomega.org (national SPO branch).

Vice President

The VP is responsible for assisting the president in fulfilling his/her responsibilities for the governance and success of SPO. This includes chairing meetings at short notice during the president's absence. The VP is also responsible for the financial supervision of the club. This includes safeguarding of any funds raised by SPO and organization of refreshments for meetings. The VP will also take on the roles and responsibilities of the president during SPO meetings when necessary. He/she will remain in constant communication with the SPO advisor to ensure that the academic and community goals are fulfilled. The VP (in conjunction with the president) will complete the SPO annual report due by April 30 each year to SPOpresident@sigmaphiomega.org (national SPO branch). The VP will also delegate a member of the SPO board to attend regular InterClub Council (ICC) meetings at CSUF.

Treasurer

The treasurer is responsible for the financial supervision of the club. This includes safeguarding of any funds raised by SPO and organization of refreshments for meetings. It is desirable that the treasurer is well organized. The treasurer will communicate closely with the SPO board to ensure that each member arrives in a timely manner with refreshments. The treasurer will also take charge of taking photo documentation of each event and sharing these photos with the members of SPO via social media or email.

Secretary

The secretary is responsible for the documentation and communication of the activities of SPO. This position provides the link between the SPO board, members at large, the national branch of SPO, and other outside organizations. The position requires a good communicator that maintains confidentiality on relevant matters and that is organized and aware of relevant deadlines for the success of SPO. The secretary's tasks include preparing agendas and preparing/distributing minutes, will remain in contact with the Student Organization Resource
Center (SORC) to complete forms necessary for registration of SPO at CSUF, and will also maintain relationships with the national branch of SPO by writing articles and photos describing the activities that SPO has held at CSUF.

**Member Outreach Officer**

The member outreach officer will market the events of SPO using social media, email, text messaging and any other avenues necessary for wide broadcast of the meeting. This position requires someone who is able to communicate with board members and members at large. The member outreach officer will design emails and flyers that will be distributed to faculty and staff to announce upcoming meetings. The member outreach officer will also contact ten members at large and encourage them to bring a friend to a SPO event. The member outreach officer will also take charge of taking photo documentation of each event and sharing these photos with the members of SPO via social media or email.