**Name of Student Organization:**

**Executive Board Officer Positions and Job Descriptions:**

(Insert Job Descriptions)

* President:
* Vice-President:
* Treasurer:
* Secretary:
* Risk Manager:
* TCNJ Advisor:

**Responsibilities:** *THE BELOW ITEMS ARE EXAMPLES; PLEASE CUSTOMIZE TO YOUR ORGANIZATION*

|  |  |
| --- | --- |
| Daily | * Check organization email |
| Weekly | * Check organization Mail in Office of Student Involvement * Host Group Meetings |
| Monthly | * Meet with advisor (if not weekly) |
| Quarterly | * Meet with SFB Liaison about funding for programs/base budget |
| Semester | * Register with the Office of Student Involvement |
| As Needed | * Register for BSC Storage (locker or cage) |

**Year at a Glance: (list important events, programs, items of interest for your organization)**

*THE BELOW ITEMS ARE EXAMPLES; PLEASE CUSTOMIZE TO YOUR ORGANIZATION*

* August
  + Volunteer for Welcome Week
* September
  + OSI Involvement Fair
  + Student Organization Summit
* October
  + Start planning BIG EVENT for March
* November
  + Fill out Term Assignment form for Spring
  + Nominations for Elections
* December
  + Host Elections
  + Send “Good Luck On Finals” Notes to other orgs
  + Submit Organization Base Budget
* January
  + Host Winter Retreat/Goal Planning
* February
  + Order Tshirts for BIG EVENT
* March
  + Host BIG EVENT
* April
  + Fill out Term Assignment form for Fall
* May
  + Submit Organization Base Budget

**Beginning/End of Year Information:**

**Busy Times of the Year:**

**Membership Recruitment Plan:** *THE BELOW ITEMS ARE EXAMPLES; PLEASE CUSTOMIZE TO YOUR ORGANIZATION*

* Fall Student Involvement Fair
* Spring Student Involvement Fair

**Organizational/Officer structure and Org Chart:** *THE BELOW ITEMS ARE EXAMPLES; PLEASE CUSTOMIZE TO YOUR ORGANIZATION*

* President
  + Vice President
    - Committees
  + Treasurer
  + Risk Manager
  + etc

**Annual Major Programs/Events: (list major programs or events your organization is responsible for hosting)**

**Usernames & Passwords: (list important organizational usernames and passwords for important accounts that your organization uses - ex. Social media, newsletter system, online shopping accounts)**

**Important Documents (and locations): (list the locations of file, binders, google folders, etc)**

* Name of Google Drive

**Important Campus Partners (names, contact information, & reasons for partnerships):**

* Student Event Scheduler

[stureq@tcnj.edu](mailto:stureq@tcnj.edu) x2331

* Carly Samuels, Student Events Scheduler/Coordinator

[samuelsc@tcnj.edu](mailto:samuelsc@tcnj.edu) x3441

**Important Vendors & Stores (and what items you typically use them for):**

* Name of T-Shirt/Swag Vendor
* Inflatables Vendor

**Storage: (list any items you have in storage and their location**

* BSC Basement Cage #
* BSC 2nd Floor Locker

**Attached pages:**

* Exhibit A: Constitution and Bylaws
* Exhibit B: Budget Documents
* Exhibit C: Event/Program After After Review
* ADD ANY ADDITIONAL EXHIBITS THAT YOUR ORGANIZATION FINDS USEFUL (ex. Marketing timelines, communication timelines, training documents)

Exhibit A: Constitution and Bylaws

(insert your constitution and bylaws here)

Exhibit B: Budget documents

(insert your previous fiscal year’s budget, special apps, etc)

Exhibit B: Event/Program After Action Review

Utilize the below template to help your organization evaluate your events and programs