

BSU Officer Positions

(example)

It's a great idea for each BSU to have officer position descriptions during club elections, so all officers are aware of their roles. It's also crucial to empower young leaders to ensure the longevity of the BSU. Below are descriptions of the BSU positions created by Campolindo High School's BSU in Moraga, California. Each BSU is different, and the outlined roles should reflect each BSU's mission.

CO-Presidents:

Job Description:

- Lead meetings
- Work with vice president to create meeting agendas
- Attend monthly meetings with district administrators, BSU presidents + BSU advisors
- Attend parent advisory meetings with district administrators, BSU advisors, + parents
- Meet with advisor regularly to discuss BSU goals + meetings
- Check email regularly and respond to emails
- Attend district events (BSU Summit, BSU Dance, Field Trips, etc.)
- Utilize the survey to decide on Positions for the next years

Vice President:

Job Description:

- Create meeting agendas
- Check email regularly and respond to emails
- Take role for who comes to BSU meetings
- Take notes of ideas brought up during meetings
- Get PIZZA for meetings
- Attend district events (BSU Summit, BSU Dance, Field Trips, etc.)
- Help plan dance, create theme, book DJ, create marketing posts, communicate about the BSU Dance with presidents and other schools, attend district meeting about the dance

Secretary:

Job Description:

- Send out meeting/activity reminders
- Check in with Presidents for meetings dates- calendar share
- Send email/google calendar invites and texts to all
- Help plan dance, create theme, book DJ, create marketing posts, communicate about dance with presidents and other schools, attend district meeting about the BSU Dance

Treasurer:

Job Description:

- Keep track of BSU expenses (Food, sweatshirts, team bonding activities, etc.)
- Be aware of the money we have as a club and how we want to utilize the money
 - create quarterly bonding activities outside of school for the entire Campo BSU- (tailgate before a game, bowling, etc.)
- Help plan dance, create theme, book DJ, create marketing posts, communicate about the BSU dance with presidents and other schools, attend district meeting about the BSU dance

Mentorship Liaison:

Job Description:

- Communicate with local middle school BSU advisor
- Pair up mentors
- Create team bonding activities
- Schedule with advisor the quarterly meetings at local middle school