EXECUTIVE BOARD ROLES AND RESPONSIBILITIES

1. **Chair** – It is the responsibility of the Chair to call all regular and special meetings to order. To preside over those meetings so that the Chair may intelligently and effectively represent club sports in all aspects to the CSC, Mount Holyoke College, Student Programs and the SGA. The Chair is considered the face of the CSC and is required to represent the Council at various speaking engagements, including the Welcome Back BBQ for all student-athletes at the beginning of the school year.

2. **Vice Chair** – It is the responsibility of the Vice Chair to step into the role of the Chair should the need arise. The Vice Chair would preside over all CSC meetings that the Chair is unable to attend. Additionally, should there be a conflict, the Vice Chair would represent the Council at various speaking engagements, including the Welcome Back BBQ for all student-athletes at the beginning of the school year.

3. **Treasurer** – The role of the treasurer is to manage the budget of the CSC and keep the organization in good standing with the Office of Student Programs. The treasurer is required to attend authorized signer training and is also encouraged to attend any events that might pertain to authorized signing and controlling the CSC budget.

4. **Secretary** – The role of the secretary is to take notes at all CSC meetings, as well as all E-Board Agenda meetings throughout the year. The secretary is expected to send up-to-date notes after each meeting to the advisor, so they may be posted on the Club Sports page of the Mount Holyoke Athletics website.

It is the duty of all four Executive Board members to attend a pre-CSC meeting with the advisor. The purpose of these meetings, usually held a week prior to the scheduled CSC meeting, is to discuss items to go on the agenda for the upcoming meeting.