

CHAPTER OFFICER ROLES



At the heart of our Student Veterans of America chapters are dedicated leaders who embody the spirit of service and camaraderie. Together, these officer roles form a dynamic team, each contributing their unique skills to create a thriving community for student veterans. Whether you aspire to lead or collaborate, these roles offer a platform to make a lasting impact and foster a sense of belonging within your Chapter.

PRESIDENT

The President is the most senior leader in a Chapter and holds overall accountability for all aspects of the organization's operations, finances, development, recruitment, and engagement with National Headquarters and external parties. The President is the primary student contact for the student organization and the "external spokesperson" of the group who regularly interacts with other student organizations and University officials. They are the liaison between the student organization and the advisor and other University or community contacts. The duties for this position should be tailored as the student organization deems necessary.

The **responsibilities of the President include**, but are not limited to:

- Create, maintain ownership and accountability over, and successfully implement the Chapter's strategic plan.
- Direct overall Chapter operations in accordance with governing documents.
- Maintain and manage Chapter governing documents including the Chapter Constitution and Registered Student Organization status with campus.
- Plan and execute officer elections and facilitate the transition of officers post-elections.
- Delegate appropriate responsibilities to Chapter Leaders as needed.
- Represent and promote the Chapter at events on campus and in the community.
- Collaborate with the Chapter Vice President and Chapter Advisor to plan for and share opportunities with members to attend SVA HQ programs, campus programs, and local Veteran Service Organization programs.
- Serve as the primary point of contact between the Chapter and National Headquarters, school administration, student government, other student organizations, and community entities.
- Conduct general body and leadership meetings.
- Collaborate with the Secretary to regularly maintain the Chapter's MySVA roster and campus roster (if applicable).

CHAPTER

OFFICER ROLES



VICE PRESIDENT

The Vice President of an SVA chapter plays a crucial role in programming, member development, and recruitment efforts. In addition, the Vice President is responsible for recruiting members, encouraging engagement, and maintaining relationships with relevant university offices. Their role is essential for the Chapter's growth and success.

The **responsibilities of the Vice President include**, but are not limited to:

- Act as second-in-command to the President.
- Set goals for programming initiatives and member development opportunities based on the strategic plan.
- Collaborate with other officers to plan, execute, and evaluate events that are aligned with the Chapter's mission and appeal to members.
- Track attendance at events and evaluate event impact.
- Assist and recommend members for leadership positions.
- Collaborate with the Chapter President and Chapter Advisor to plan for and share opportunities with members to attend SVA HQ programs, campus programs, and local Veteran Service Organization programs.
- Identify and advise members on professional development opportunities.
- Use the strategic plan to set recruitment and attendance goals to guide engagement objectives and strategies.
- Develop programming that encourages an active and engaged membership, with programs aimed at attracting, selecting, identifying, and recruiting new members.
- Work with the leadership team in creating, developing, and reviewing membership guidelines and requirements.

CHAPTER

OFFICER ROLES



TREASURER

The Treasurer plays a vital role in managing the Chapter's finances and fundraising efforts. The Treasurer's role in the SVA Chapter encompasses effective financial management, adherence to regulations, and proactive fundraising to support the Chapter's initiatives and ensure its continued success. Furthermore, the Treasurer is responsible for fundraising and donor relationship management.

The **responsibilities of the Treasurer include**, but are not limited to:

- Manage all incoming and outgoing Chapter funds.
- Ensure compliance with university guidelines on banking, training, and financial requirements.
- Utilize the strategic plan to create and manage the Chapter budget and guide financial planning and decision-making.
- Work closely with other Chapter officers to secure funding for all Chapter operations.
- Establish and maintain best practices for sound financial management.
- Prepare detailed financial reports for the Chapter President, Chapter Advisor, and the college or university as needed.
- Develop and manage a robust record-keeping system for receipts, bills, invoices, and financial reports.
- Set fundraising goals aligned with the strategic plan.
- Identify affordable vendors and explore additional cost-saving opportunities for the Chapter.
- Identify potential funding sources, including institutional funding, grant funding, and private donors.
- Establish and cultivate relationships with potential donors to raise funds for the Chapter.
- Adhere to all donation regulations established by the college or university.

CHAPTER OFFICER ROLES



SECRETARY

The Chapter Secretary is responsible for all internal and external communications of the Chapter, record-keeping and roster management, and the Chapter's social media. The Secretary assists in the promotion of Chapter events to student veterans, their families, allies, and the greater campus community.

The **responsibilities of the Secretary include**, but are not limited to:

- Use the strategic plan to create a communications and social media strategy.
- Maintain communication with National Headquarters.
- Collaborate with the Chapter President to ensure the Chapter's MySVA roster and campus roster (if applicable) are regularly up-to-date.
- Assist Chapter members in the creation of their MySVA account and provide an overview of resources and tools available.
- Manage and update all social media accounts and the Chapter website (as applicable).
- Take pictures during events and collect pictures taken by Chapter Members.
- Maintain an accurate distribution/contact list of all Chapter Members, family members, allies, partners, vendors, and all other important parties.
- Maintain meeting minutes and distribute to Chapter Leaders and/or members.
- Manage all outwardly facing communications including event promotion and press releases.
- Create a newsletter or publication that highlights Chapter events, accomplishments, and milestones to circulate around campus and throughout the SVA network.