

President:

- Preside over club meetings and conduct club business.
- Promote fundraising events.
- Ensure that all assigned tasks and responsibilities are completed by club members and other officers.
- Uphold the club's reputation with the University, Department of Recreational Sports, and Sport Clubs Program.
- Delegate responsibilities as necessary.
- Approve the club budget before submission to the Sport Clubs office.
- Approve club spending with the treasurer.
- Ensure that the club understands the Sport Clubs Program's Code of Conduct.
- Develop and encourage new leadership in first and second-year students.

Specific to University of Minnesota Club Tennis:

- Make contacts with other teams and schedule matches.
- Will work with the coach to plan and organize practice.
- When issues are brought to a vote at club meetings, the president will vote only in the case of a tie.

Vice-President:

- Assume the president's responsibilities in his or her absence.
- Assist the president with the responsibilities listed above.
- Oversee that all memos, emails, and phone calls are dealt with by all officers and club members when necessary.
- Ensure that all officers are fulfilling their responsibilities to the club and the Sport Clubs Program.
- Oversee the special event and practice facility request process.
- Assist the treasurer with budget preparation.
- Assist the travel coordinator with preparing travel paperwork and travel arrangements.

Specific to University of Minnesota Club Tennis:

- Determine club fundraising needs
- Review and/or develop fundraising opportunities
- Submit fundraising proposal form to Sports Clubs office
- Develop fundraising plan with club members, facility managers, Sport Clubs staff and other who may potentially be involved in the fundraiser
- Coordinate logistics
- Communicate expectations and updates

Secretary:

- Collect and distribute informational updates from other officers and to club membership.
- Notify Sport Clubs staff on club accomplishments throughout the school year.
- Actively assist other officer positions.
- Act as alumni liaison.
- Document club meetings and send minutes to Sports Clubs office.
- Remind club members and officers of their responsibilities and due dates.

Specific to University of Minnesota Club Tennis:

- Responsible for taking attendance.
- Keep records of contact information (email and phone number) and distribute contact information to club members.
- Help design, order and distribute uniforms to club members.
- Keep uniform sizing information for all club members.
- Responsible for organizing and running officer elections.

Treasurer:

- Keep CUFS and TCF account ledgers up to date and legible, preferably on a spreadsheet or an accountant's ledger.
- Meet with Sport Clubs Program Manager or Coordinator once per month to discuss payment plans and team agendas for upcoming months.
- Oversee and sign off on all club financial transactions.
- Ensure that club money is deposited immediately into either the club's CUFS or TCF account.
- Reconcile club ledgers with the monthly CUFS and TCF account statements.
- Attend the annual budget training session.
- Prepare and present club's budget requests.
- Understand current year's planned budget.

Travel Coordinator:

- Oversee the club's Class Absence Request process.
- Oversee all travel preparations including driver trainings, license checks, travel paperwork, key pick-up and return, etc.
- Understand and communicate with the University, Department of Recreational Sports, and Sport Clubs Program travel policies and Code of Conduct.
- Contact Sports Clubs Program staff in the instance an accident occurs.
- Inform club members of all travel advisories and updates made available to the club.
- Work with the treasurer to be sure financial obligations for travel and set-up and approved.
- Understand appropriate usage of the Voyager Card.

Facility/Safety Coordinator:

- Manage the club first aid kit.
- Understand, distribute, collect and deliver club participation waivers to the program office.
- Carry, complete and submit Injury, Incident and Accident and Vehicle Accident/Damage Report forms to the program office.
- Track CPR/First Aid certifications of club members and verify that at least one CPR/First Aid certified club member is present at each practice.
- Identify location of the nearest phone or cell phone before practice.
- Manage club key list.
- Identify location of emergency shelters, bathrooms, supervisors, and phones.
- Request special event, meeting, recruiting, and practice space.
- Carry emergency contact list at all times.
- Work with facility supervisors to find best action to take to work with emergency personnel.
- Determine when the club should leave a facility/field based on weather, field conditions, and schedule conflicts.
- Identify and assist affiliated club members and guests.