



**CLUB SPORTS ~ STATE UNIVERSITY OF NEW YORK AT NEW PALTZ  
OFFICER AGREEMENT FORM**

**Name of Club:** \_\_\_\_\_ **Semester:** \_\_\_\_\_

*Each club must appoint a President, Vice President and Treasurer. This form is to be completed and turned into the office of Wellness & Recreation to indicate those who have been appointed to these positions. It is important that each officer is aware of and agrees to the expectations of the appointed title.*

**President-** Primary contact for organization. Only member with voting rights and member of the Club Sports Council. Responsibilities include but are not limited to:

- Coordinating, attending and scheduling all team meetings, practices and competitions.
- Representing the team at monthly club sport meetings.
- Communicating all rules and regulations to team, coach and advisor.
- Ensuring compliance to Club Sport Manual policies and procedures.
- Assisting the Treasurer with budgeting.

*I agree to uphold my responsibilities as the President of* \_\_\_\_\_.

*Print President Name (Clearly):* \_\_\_\_\_

*Phone #:* \_\_\_\_\_ *E-mail:* \_\_\_\_\_

*President Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Vice President-** Responsibilities included but are not limited to:

- Assisting the President in all aforementioned roles.
- Attending all club sports meetings with or in the absence of the president.

*I agree to uphold my responsibilities as the Vice President of* \_\_\_\_\_.

*Print Vice-President Name (Clearly):* \_\_\_\_\_

*Phone #:* \_\_\_\_\_ *E-mail:* \_\_\_\_\_

*Vice President Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Treasurer-** Responsibilities include but are not limited to:

- Coordinating and implementing fundraising within approved projects.
- Collecting club dues (if applicable).
- Developing the budget, and maintaining transactions, purchases, and financial agreements of the club.

*I agree to uphold my responsibilities as the Treasurer of* \_\_\_\_\_.

*Print Treasurer Name (Clearly):* \_\_\_\_\_

*Phone #:* \_\_\_\_\_ *E-mail:* \_\_\_\_\_

*Treasurer Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Please see club manual for responsibilities. Please print names clearly. If a club wishes they can also appoint:**

**Captain:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Webmaster:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Secretary:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Other:** \_\_\_\_\_ **Phone #:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_