Rowan University Health and Exercise Science
Club Officer Descriptions

President (1)
The RUHESC Presidents major role is to oversee all actions and activities throughout the year. Through his/her duties they make final decisions based on group goals and objectives. The President also ensures proper and functional policy, experience, and encouragement within the club. It is essential for the President to be present at all major and educational events. The President may also at times, step beyond their duties to aid, other officers and RUHESC members. The President is also responsible for:

- Delegation of Club Responsibilities
- Weekly Emails and Updates
- Professional Development
- Communication with Club Advisors
- Certification of Members of the Club
- Progression/Execution of Activities and Events
- Oversees Clothing Sales
- Work with Treasure on the Budget
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Vice President (1)

The RUHESC Vice Presidents major role is to aid the President. They are the second commanding officer and are responsible for decision-making based on group goals and objectives. The Vice President is also responsible for any and all actions delegated to the President during any absence. It is essential for the Vice President to be present at the majority of major and educational events. The Vice President may also step outside their duties to aid other officers and RUHESC members. The Vice President is also responsible for:

- Fundraising
- Activity Scheduling/Contact
- Announcements
- Designing Certification of Members of the Club
- Progression/Execution of Activities and Events in President Absence

Treasurer (1)

The RUHESC Treasurers major role is to manage monetary club funds. They are responsible for maintaining monetary accounts and records. The Treasurer is also responsible for attendance at the Budget Hearing Meetings held by the SGA Association. They also must attend the Budget Proposal Meeting for club funding. They are also responsible for communication with club officers and advisors regarding the RUHESC account. The Treasurer also completes all Club transactions, deposits, withdrawals, and purchases. Their final duty is to complete a Range Sheet for the SGA Association each year to attain state funding.
Secretary (1)
The RUHESC Secretary’s major role is to manage attendance, activity minutes, and activity reports. They are responsible for weekly and monthly reports to the Club Advisors regarding activity management. They will send emails to each advisor weekly with a description of activities, minute report, and attendance numbers. Lastly the secretary is responsible for accurately reporting the finalized list of RUHESC members to appropriate professors and the Public Relations officer at the end of each semester.

Activity Coordinator (2 people)
The RUHESC Activity Coordinators major role is to organize and equip each RUHESC activity and event. This job requires constant planning and choosing safe, effective, and efficient activities for Rowan students, and children of the Glassboro Community. The activities must be age appropriate and prepared on time. The AC plays a very important role in the RUHESC because they determine the activities for professional practice and provide equipment to each activity. The AC is also responsible for Activity announcements and postings. They are to report the weekly activities to the President, Vice President, and Public Relations. They are also responsible for reminders about activities, equipment, dress, and time.
Public Relations (1)
The Public Relations major role is to update and maintain the RUHESC Web Page and Facebook accounts. This includes; Officers and contact info, updated announcements, pictures, graphics, contact list, up-coming events, calendar, professional conferences, and any other relevant activities related the Health and Exercise Science/Health and Physical Education. The Web Page and Facebook account is intended to be user friendly and beneficial to the members and officers of the RUHESC. The PR will also be in charge of getting flyers approved, printed, hand out, hung up, and taken down after the event. Have the students and participants of the club events sign a Photo Release Form.

SGA Representative (1)
The SGA Representatives major role is to represent the RUHESC at the SGA monthly meetings and events. The SGA Rep is responsible for delivering pertinent and beneficial information to the club that has been received from the Rowan SGA Association. The SGA Rep will inform the SGA Association of the character, vision and goals of the RUHESC. They also need to make sure the RUHESC is up to date with materials that are essential in order to remain a chartered Rowan Club. The SGA Rep has the responsibility to write up a monthly progress report of service, and fundraising projects, monthly minutes, and attendance to report to the SGA Association. This report is to be emailed or dropped off to the SGA office. The final role of the SGA Rep is to pick up the RUHESC mail from the SGA Office.
NJAHPERD Representative (1)
The NJAHPERD Representatives major role is to represent the RUHESC at the New Jersey State level. The NJAHPERD Rep is responsible for providing information to the NJAHPERD Association about Rowan University, and in turn educating the RUHESC about state programs, events, and educational benefits. The NJAHPERD Rep will also be required to be present at the NJAHPERD Convention and 11 meetings to represent Rowan University and the Rowan University Health and Exercise Science Club.

Convention/Conference Representative (1)
The Convention/Conference Representatives major role is to represent the RUHESC at Convention/Conference. The CC Rep. is responsible for providing information to the club about state programs, events, conferences, conventions, and educational benefits. The CC Rep will also be required to be present at most Conventions and events representing Rowan University and the Rowan University Health and Exercise Science Club. The CC Rep. must work with the treasure for funding for expenses at the conventions. The CC Rep. will organize rides for those who need them.