

YOUR FIRST WEEKS TOGETHER

President and vice president practice session

A peer-facilitated session for campus officers

ABOUT THE EXAMPLE

The case and practice activities are fictional. Local arrangements are invented for practice. Your current governing documents and campus requirements determine what you may do.

60 minutes



Bring one piece of work your team needs to move forward

ONE PIECE OF WORK YOU CAN EXPLAIN

By the end, your officer pair will have a short agreement that someone else can pick up and use.

OFFICER AGREEMENT	
1 Purpose and status What the work is for, and where it stands	2 Division of work What the president and VP each own
3 Decision route Who decides, and which reviews still apply	4 Next commitment One owner, an agreed time, and a visible record

PRESIDENT AND VP RESPONSIBILITIES

Common patterns to check against your own governing documents

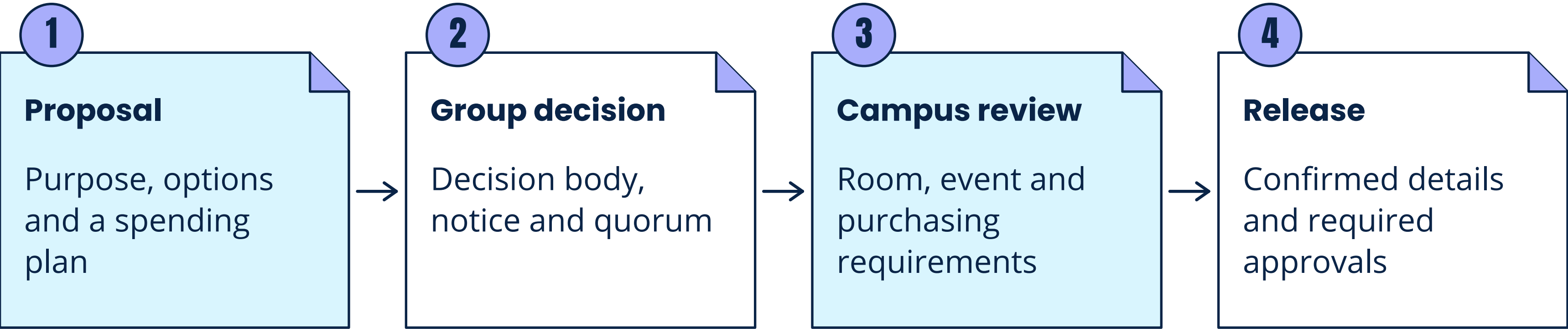
President often coordinates	VP needs a defined area of work
Purpose and shared priorities	A portfolio, such as programs or membership
Agenda and open decisions	Progress across agreed projects or committees
Representation of an agreed position	Dependencies, obstacles and agreed coverage

Agree on who leads, who helps and who decides for one actual task.

Temporary coverage and permanent succession need separate local checks.

WHO CAN MAKE THIS DECISION

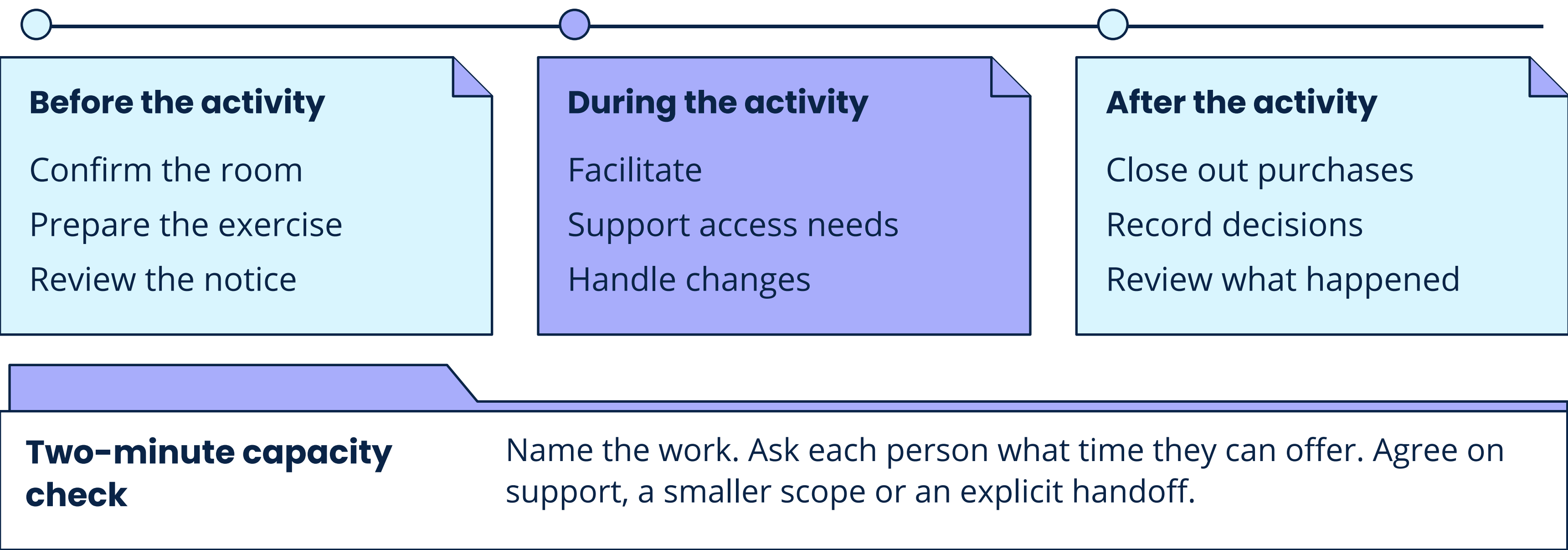
A person can coordinate the work while another body holds the authority to approve it.



Quorum is the minimum participation the applicable rules require to conduct specified business.

CAPACITY BETWEEN MEETINGS

An open date in the calendar still needs preparation, communication and follow-through.



THE ACTIVITY DECISION

One organization. Three proposals.

A career panel, a peer skills exchange and a service activity are on the table.

2 meeting dates available next month	
1	2

1 additional activity the events lead can prepare

Several members who responded asked for practice introducing themselves professionally. Commuting members ask the team to avoid an evening finish.

THE OPTIONS AND THEIR OPEN QUESTIONS

The choice still needs the proper decision process.

Option	What it could offer	Preparation or uncertainty
Career panel	Different experiences and perspectives	Speakers have not confirmed. Practice time is not yet clear.
Peer skills exchange	Introduction practice and peer feedback	Needs a facilitator, a clear exercise and a suitable small-group room.
Service activity	An activity with a community partner	The partner has not confirmed whether it needs volunteers.

Worked choice: propose the skills exchange in an existing meeting slot. Continue the partner conversation separately.

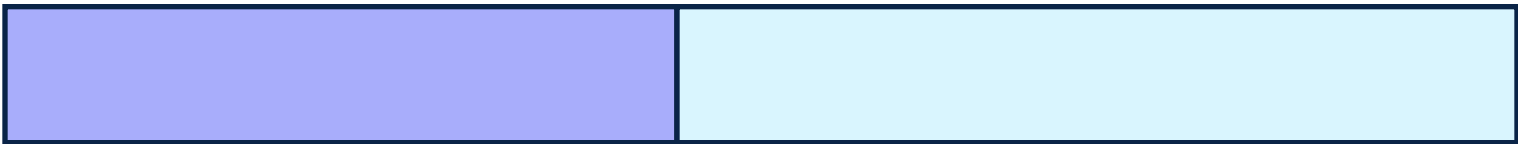
THE SPENDING PLAN

Estimates include assumed taxes and fees.

Estimated cost	Amount
Printed materials	\$20
Refreshments	\$60
Total plan	\$80

\$180

available for this activity
No existing unpaid obligations draw on it



\$80 approved

\$100 unallocated

The board’s \$80 limit has conditions. The treasurer still checks actual prices and purchasing rules. An added room charge needs a revised plan and the applicable review.

WORKED DECISION BRIEF

Field	Recorded in the example
Purpose	Members practice a short professional introduction and receive peer feedback.
Reason for this format	Several members who responded asked for practice. An existing meeting slot fits the events lead’s preparation capacity.
Decision	The executive board approved the activity and an \$80 limit, subject to required campus approvals and verified purchase procedures.
Still open	Room and event status are pending. Confirm room capacity, accessible route, setup and the accommodations contact.
After the session	Ask whether people could practice and found the feedback useful. Record access or timing problems and what to change.

WHO OWNS THE REMAINING WORK

An assigned task can still depend on an open answer.

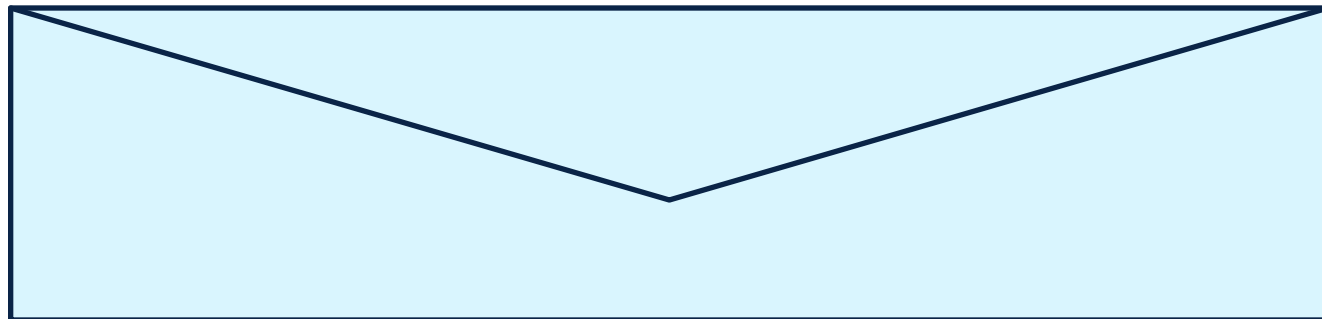
Owner	Work to carry out	Depends on
Events lead	Prepare the exercise and setup. Check room and access details.	Room capacity, accessible route, setup and accommodations contact
VP	Coordinate open answers and check the plan with the facilitator.	Facilitator availability and answers from the events lead
Treasurer	Confirm purchasing procedures and keep the required records.	Verified prices and applicable campus requirements
Secretary	Keep the decision and action record current.	Clear approval conditions and updates from task owners
Communications lead	Prepare the notice and release it when requirements are met.	Confirmed details and required approvals

The president checks the decision and release conditions. Each task keeps its named owner.

THE ROOM REPLY IS MISSING

No new approval or cost is known.

The team expected to review the room information today. There is no reply in the planning folder. The communications lead wants to prepare the notice. The activity date is getting closer.



In groups of three, agree on a next-step plan

- 1 Separate what you know from what is still unknown.
- 2 Choose a next action, an owner and a check-back time.
- 3 Decide what you can prepare and what must wait.
- 4 Write a two-sentence update for the officer team.

SEVERAL DEFENSIBLE NEXT STEPS

Keep preparing, with a check-back point

The events lead checks the request status. The VP helps find the right contact. The team prepares the exercise while the announcement waits.

Reduce or change the plan

The team explores a simpler setup or another room. It checks accessibility, purpose, cost and the required approvals before committing.

Move or pause the activity

If a workable plan cannot be confirmed in time, the team uses its decision process to reschedule or pause and updates people affected.

A useful answer explains the conditions, the owner and the next evidence the team needs.

A FOLLOW-UP SOMEONE CAN ANSWER

“We planned to review the room information today, and I haven’t seen it in the folder yet. We need it before we can finish the setup plan. Were you able to reach the office? Let me know what is still missing and whether someone can help with the next step.”

Pair practice

One person follows up.



The other explains a delay.

Agree on the next owner, a realistic commitment and where the update will go.

SUPPORT AND BOUNDARIES

	Routine task delay	Clarify the task, listen and agree on the next commitment.
	Unclear campus process	Ask the advisor or responsible office what applies.
	Harassment, threats or serious conduct	Use the appropriate institutional support or reporting route.
	Urgent emergency	Use the institution’s current published emergency contacts.

Avoid promising secrecy or circulating personal information in officer chats. Confirm coverage when the usual contact is unavailable.

YOUR NEXT OFFICER AGREEMENT

Use your starting example. Keep an unknown visible until someone confirms it.

Field	Your team’s agreement
Work and purpose	[Name the task and who it is meant to help]
Current status	[What is confirmed? What is still unknown?]
President and VP	[President leads... VP leads... Support or backup...]
Decision and review	[Actual decision body, document or contact, and required reviews]
Next commitment	[Action, owner, agreed due time and evidence of completion]
Record and review	[Where the update goes, when you review it and who follows up]

Peer check: Could another officer understand the limits and carry out the next step?

SOURCES AND LOCAL CHECKS

The role guidance describes different local arrangements. Your current governing documents and campus requirements determine what you may do.

LOCAL ROLE GUIDANCE

- 1 UConn SOLID Blueprints, Chapter 1**
- 2 Texas Tech Officers and Advisors**
- 3 University of Dayton officer roles**
- 4 Iowa SHPE governing documents**
- 5 Iowa Constitution Resources**

The Iowa SHPE constitution in the source chapter was last ratified April 28, 2023. Its rules belong to that chapter.

Original case and practice activities.