To increase motivation and interest of your members and leaders, CAA recommends the following officer structures. The functions of the positions are more important than the titles, and more detailed job descriptions can be found in the online toolkit. Please notify the CAA staff after any leadership transitions.

The CAA recommends limiting terms to 2 years in leadership positions to allow for increased involvement of all group members, however there are no set requirements beyond an up-to-date succession plan and officer election schedule for all King’s Crown and Columbia Blue clubs.

**Recommended Leadership for Columbia Blue (minimum of 8 leaders)**

*President (or equivalent):*
This position will oversee the development of group, manage group officers, oversee group financial health, and serve as liaison to CAA.

*Vice President/President Elect (or equivalent):*
This position will assist the President with group management and be prepared to become President when the current term is completed.

*Treasurer:*
This position will maintain accounting records that include expenditures, revenues, and reimbursements, and oversee club bank account and tax ID (EIN) requirements.

*Secretary:*
This position will maintain the group’s records including bylaws, event calendar, group’s communication to members, and meeting minutes.

*Membership:*
This position will be responsible for generating ideas to attract new members, retaining current members, and maintaining an accurate record of membership to be submitted to CAA each year.

*Communication/Website/Social Media:*
This position will be responsible for updating and maintaining the group’s website, Facebook, e-newsletters, etc. Social media should be an integral part of your communications strategy

*Events/Program:*
This position will oversee event scheduling, planning, and execution, and often oversees a subcommittee of additional volunteers to insure a diverse array of activities.

*External Liaison:*
This flexible position can be dedicated to any number of groups such as alternate Columbia University entities (e.g. Business School alumni clubs or the local ARC members) or local All-Ivy clubs.

*Recent Alumni:*
This position will focus on events which appeal to recent alumni, working with campus organizations to maximize outreach to new graduates and, when possible, current students.

**Recommended Leadership for King’s Crown & Sundial (minimum of 5 leaders)**

*President, Vice President, Treasurer, Communications/Website/Social Media, and either Secretary - or - Membership - or - Events/Programs*