

All officers must:

- Remain in good standing with RIT and the club. If not, other officers may elect to remove and replace the officer of concern
- Regularly communicate with other e-board members via e-board meetings or group-chat
- Meet outside of weekly club meetings as necessary to handle club obligations
- Complete RIT's financial certification and compliance training before they begin their term.
- Introduce themselves to our advisor Prof. Robertson after their election

President's Duties:

It is highly recommended for candidates to possess a black belt and recent experience in specifically taekwondo.

- Must be knowledgeable of club responsibilities and obligations, including Sports Federation duties
- Must attend and lead all practices OR must assign another club member, who can INDEPENDENTLY plan, attend, and lead practices as necessary and on short notice. If possible, this must be another officer.
- Must regularly arrange weekly practice plans, either for themselves or another instructor
- Must regularly plan and attend officer meetings
- Must become a club safety officer
- Will hold the tie breaking vote on the E-Board

Vice-President's Duties:

It is highly recommended for candidates to possess a black belt and recent experience in specifically taekwondo.

- Must be able to take over as President, in temporary or permanent absence of President
- Must be knowledgeable of club responsibilities and obligations, including Sports Federation duties
- Must attend and help President with all practices
- Must be able to INDEPENDENTLY plan, attend, and lead practices on short notice.
- Must regularly arrange weekly practice plans with President
- Must become a club safety officer

Treasurer/Equipment Manager's Duties:

This position does not require experience in taekwondo. However, if you are interested in instructing AND holding this position, it is up to President and Vice-President to decide whether you can be a 3rd/4th alternate instructor.

- Must be able to INDEPENDENTLY handle all club financial transactions
- Must keep the club's financial record, an inventory of all club equipment, and list of all needed equipment/planned transactions
- Must participate in handling logistics of ECTC tournaments
- Must act as a liaison between TKD Club and the SG Secretary of Finance

Secretary's Duties:

This position does not require experience in taekwondo. However, if you are interested in instructing AND holding this position, it is up to President and Vice-President to decide whether you can be a 3rd/4th alternate instructor.

- Must maintain/update club paperwork with SG and R.I.T. and act as a liaison between TKD Club and R.I.T.
- Must keep a record of officer decisions/discussions
- Must send updates to club members/officers as necessary or requested by other officers
- Must be able to arrange club events and advertising activities
- Must make necessary club documents/records/lists accessible to other officers
- Must participate in handling logistics of ECTC tournaments