

# OFFICER NOTEBOOKS

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*Officer notebooks are an extremely important resource, tool and record of officer activities. The following outline describes the materials and items that should be included and maintained in an officer notebook:*

## **Section 1: Goals and Accomplishments**

- Log of activities from previous officer
- Goals of the previous officer
- Log of activities and goals from new officer

## **Section 2: Duties of Office**

- Mission and purpose
- Copy of organization constitution and By-Laws
- Officer Position/Committee Descriptions

## **Section 3: Budget Activity**

- Organization/Committee Budget
- Past budget reports
- Officer budget allocations sheet
- Log of expenses
- University financial forms

## **Section 4: Committees/Activities or Special Responsibilities**

- Timelines
- Project planning notes and/or forms
- Anything collected or generated related to specific position related activities (ex: Treasurer- billing forms, receipts and incentive plan)

## **Section 5: Resources**

- Organization membership and contact list
- University policies
- University resource materials
- Examples of completed forms and reports