

## 4 Reasons Why I Need A



- 1 To support my **scholarship and award** applications
- 2 To highlight my BMCC involvement when seeking **internships or employment**
- 3 To complement my academic transcript when applying to **colleges or universities**
- 4 To **make the most** of my involvement

## What can I include on my Co-Curricular Transcript?

The CCT is organized around six categories that reflect various co-curricular activities at BMCC: **Athletics; Clubs and Organizations; Community Service; Honors and Awards; Leadership Training; and Workshops and Seminars.**

## How do I get started?

Log in to the BMCC Portal at [www.bmcc.cuny.edu](http://www.bmcc.cuny.edu) to access your CCT account.

Visit [www.bmcc.cuny.edu/cct](http://www.bmcc.cuny.edu/cct) for step-by-step instructions.

Please direct any questions to [CCT@bmcc.cuny.edu](mailto:CCT@bmcc.cuny.edu)



March and October are C.O.A.C.H. months!

Every Wednesday during these months the BMCC Academy of Leadership and Service offers helpful workshops:

**Coaching Officers to Acquire Critical Club Habits.**

- ⇒ Club Officer Orientation
- ⇒ Recruitment and Retention
- ⇒ Leadership Compass
- ⇒ Great Event Planning
- ⇒ Leadership Styles

For more information, contact the Office Student Activities at the information below.



BOROUGH OF MANHATTAN  
COMMUNITY COLLEGE

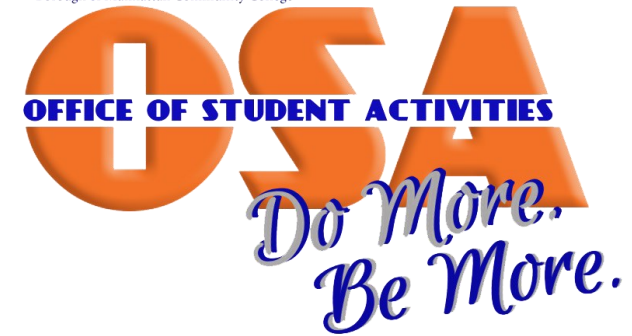
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Borough of Manhattan Community College



*"If your actions inspire others to dream more, learn more, **Do More,** and **Become More,** you are a leader."*  
~J.Q. Adams~

**A brief guide for the new Club President**

## Congratulations on being elected Club President!

You are now part of BMCC's family of elite student leaders. Along with your fellow officers, you commit your time and effort to ensure that your organization flourishes. Along your journey, you will be asked to develop goals for the organization, guide the club, and maintain continuity by training those that will follow in your steps.

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## Leaders solve problems and answer questions.

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### Remember

The duties listed here are general duties for the Club President of any organization. Each organization should have a supplemental list of specific duties which are designed to fit the special functions and interests of the group.

## Duties of the Club President

1. Be a good presiding officer:
  - Know the proper procedure for conducting a meeting.
  - Be impartial. Avoid expressing personal opinions.
  - Have a knowledge of parliamentary procedures.
  - Prepare an agenda for each meeting.
  - Check the minutes of the preceding meeting to make certain that all important matters were discussed and finished.
2. Understand and follow the club's constitution and by-laws.
3. Set an example for the organization in fairness, courtesy and respect for the rules.
4. Represent the club, or see that the vice president is assigned to represent the club, at all campus meetings where representation is requested.
5. Know the school policies and regulations and see that they are followed at all meetings and activities.
6. Keep the Club Advisor informed of all meetings, make certain that he/she is invited to all meetings, and be certain that he/she is consulted before making plans for special meetings and events. (Show your advisor the courtesy of checking to make sure that he/she can attend before plans are started for any activity).
7. Know the duties of the other officers and guide them in carrying them out.
8. See that a calendar is prepared for the semester's activities early in the semester. Each club and organization should have a project or goal for the semester.

9. Call regular executive committee meetings (with all officers) and check with your advisor before each regular meeting. Ask your Club Advisor to attend the executive committee meetings.
10. Appoint committees to help spread the burden of work among all club members and to give others an opportunity to participate.
  - The Club President must keep in touch with committees and is usually an ex-officio member of all committees. He/she is responsible for seeing that they complete all their assignments.
11. Do not try to do all the work. A good Club President assigns responsibilities to others. It is his/her role to follow up and check to see that the work is being done. Total participation of all members makes for a strong organization.

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## Leaders support their members.

### Balancing Leadership and Academic Demands

Although participating in co-curricular activities is a rewarding experience, over-dedication to club activities can at times affect your academic performance. Use good judgment when you participate in a student organization. Remember that the main reason you elected to go to college is not to dedicate all of your time to promoting an organization, but rather to obtain a degree that will allow you to be successful in the future. Make use of the tutorial services that the College offers.