

**CLUB**

 **Officer Duties**

**President** *(direct meetings and all activities):* will direct all meetings and activities for the club (or delegate duties to other officers). The President will represent the club at community events, and inter-student meetings, and will sit on the Regional and National Youth Councils. The President will be the primary one to find projects and volunteer needs on the JustServe website and out in the community. The President will take the lead on recruiting new members and should look for those who may need the club along with those who would be great assets to the club. Groups that club members are already connected to are a great place to start recruiting (church classes, sports teams, etc.).

**Vice-president***(locating projects & recruiting)***:** will assist the President and will usually (but not always) be the one to be the president the following year. The Vice President will assist the President in running the club, finding service opportunities, and recruiting new members. The Vice President will take on the President’s duties when the President is unavailable. Both can bring volunteer needs/projects to the club members and have everyone decide which ones they'd like to do or make those decisions on behalf of the club members on their own.

**Secretary***(record keeping & communication)***:** keeps track of the club members' names and contact information (clipboard and sign-up sheets are in the rush box to help), sends out notices through the school communication system about upcoming projects.... takes the lead in communication to the club members. The Secretary will keep good records of how many club members are in the club, who attends what activities/meetings, what service projects have been done, how many hours have been spent on each project, and how many students participated in each project.

**Treasurer***(inventory)***:** works with the Secretary (they will have the sign-up sheets with that information) to make sure club members receive any provided SWAG. If any giveaways for gift cards are used during the school year, the Treasure is responsible for keeping track of how these are disbursed. The Treasurer will keep an inventory of all the items in the "rush" box and turn this into the adult area JustServe HS Specialist at the end of the year so items can be replenished for the following school year. The Treasurer will talk with club members and get an idea of what supplies are favorites (shirts, lanyards, wristbands, etc.) and should be included each year and will report the findings to the adult area JustServe HS Specialist. Per the high school club requirements, the Treasurer will also keep track of any budget needs as well as any money that is spent (postage possibly) and include this information with the inventory at the end of the year.