



COMMON LEADERSHIP ROLES

GENERAL/COMMUNITY/WORKPLACE VERSION

JustServe Service Clubs are designed to be simple and flexible. Not every club needs formal roles, but having a few individuals take responsibility for key areas can help the club stay organized, consistent, and effective. Clubs may choose to assign roles based on their size and needs, or combine responsibilities as appropriate.



CLUB LEADER / PRESIDENT

Provides overall direction for the club. This person helps organize meetings and service opportunities, communicates with members, and ensures the club continues to move forward.



MEMBERSHIP / ENGAGEMENT LEAD

Helps welcome new members and encourages participation. This role focuses on creating a positive and inclusive experience, so members stay connected and involved.



COMMUNICATIONS LEAD

Keeps members informed and engaged. This includes sharing upcoming opportunities, sending reminders, and helping highlight the club's impact through stories or updates.



SERVICE COORDINATOR

Identifies service opportunities and helps organize projects. This may include finding opportunities on JustServe.org, building relationships with local organizations, and identifying ways to serve on-site or within the organization.



TREASURER (IF APPLICABLE)

If the club chooses to handle funds, this person helps track and manage finances in accordance with the club's bylaws. JustServe does not manage funds, and any financial activity must be handled independently and not in the name of JustServe.



KEEP IT SIMPLE AND FLEXIBLE

Not every club will need every role. Some clubs may operate with just one or two leaders, while others may divide responsibilities among several people. The goal is to keep things simple, share responsibility, and create a structure that supports consistent and meaningful service.

