



## OFFICER DUTIES

### SCHOOL/STUDENT CLUBS

Clubs should have a small group of student officers to help lead and support club efforts. These roles ensure meetings and service activities are organized and effective, while allowing students to build leadership skills and work together to create meaningful opportunities.

#### **PRESIDENT:**

- Directs all meetings and activities for the club.
- Represents the club with the school, governing body, and faculty advisor/mentor.
- Delegates duties to other officers, ensuring meetings run smoothly.
- Represents the club at community events, inter-student meetings, and at Regional and National JustServe Youth Councils.
- Oversees and follows through with club service projects.
- Oversees the recruiting of new members.

#### **VICE-PRESIDENT:**

- Assists the President in running the club and assumes the President's duties when the President is unavailable.
- Recruits new members and helps them feel welcome and involved.
- Helps organize and plan service events.

#### **SECRETARY:**

- Maintains a roster of the club's members, including their names and contact information.
- Sends out notices through the school communication system about upcoming projects.
- Takes the lead in communication with the club members through approved communication methods (such as GroupMe, Band, Remind...).
- Maintains detailed records of club meetings and activities, including minutes, attendance, number of members and participants, service history, project impact, and hours spent.
- Turns in reports to JustServe as requested.

#### **TREASURER:**

- Manages club funds and materials, maintains an inventory, and collaborates with club sponsors.
- If fundraising occurs, ensure that all money collection and distribution comply with school rules. Deposit and account for funds according to the school's club procedures, follow the budget, and complete a final inventory at year-end.
- Responsible for creating or managing any club awards given out at meetings or at the end of the year.





## OFFICER DUTIES

### SCHOOL/STUDENT CLUBS- CONTINUED

Optional roles can be added to support your club officers, especially as your club grows. These roles provide additional leadership opportunities and help ensure responsibilities are shared.

#### COMMUNICATIONS OFFICER:

- Manages the club's social media presence to promote upcoming events, highlight completed projects, and recognize member contributions.
- Engages with school and community social media pages to increase visibility and outreach.
- Takes photos or collects photos from events for use on social media and club reports.
- Assists the Secretary with member communication when needed.
- Ensures that all social media content follows school guidelines, JustServe style guides, and maintains a positive image for the club.

#### SERVICE OFFICER:

- Finds information on nationwide or community service projects.
- Connects and builds partnerships with charitable organizations in the community.
- Helps with the execution of all club service projects, ensuring that final projects get delivered.
- Writes thank-you notes to organizations the club has partnered with.

#### RECRUITMENT OFFICER:

- Assists the President and Vice President at school or community events for recruitment.
- Assists with Club Rush and any other school initiatives to enhance club membership.
- Utilizes school resources to advertise and promote the club.

#### OUTREACH OFFICER:

- Connects with other service clubs at the school or in the community to co-sponsor events.
- Consider putting together at least one co-sponsored service project with another club or community organization.
- Builds partnerships with other service clubs and shares project opportunities.

