

Officer Positions:

President
Vice President
Treasurer
Secretary
Historian

Sub Committees under each Position:

Community Service
Cultural Activities
Fundraising
Recognition
Public Relations

President:

1. Before meeting:
 - a. Plans the meeting and prepares the agenda with the help of other officers, committee chairs and the advisor. He or she includes what is to be accomplished and what is to be achieved. Together they determine the type of meeting and procedure to be used.
 - b. Delegates responsibilities.
 - c. Checks notifications, reports, and business items
 - d. Organizes meeting place, time and equipment
 - e. Arrives in the proper frame of mind, knows that planning and preparation are complete.
2. During Meeting:
 - a. Called the meeting to order.
 - b. Follows the agenda and addresses items in logical order.
 - c. Has a working knowledge of parliamentary procedure and other group techniques.
 - d. Organizes and directs the work of committees through a chairperson.
 - e. Keeps a favorable climate in the meeting.
 - f. Encourages and sets an example in leadership, citizenship, and courtesy.
 - g. Listens attentively.
 - h. Praises and thanks individuals and groups.
 - i. Summarizes and evaluates often.
 - j. Makes the meeting the group's meeting.
3. After the meeting:
 - a. Evaluates the meeting and the achievements.
 - b. Checks reports and minutes.
 - c. Sets the machinery in motion for the next meeting.
 - d. Reports to and consults with council officers and sponsoring organizations.
 - e. Lists items to be researched.
 - f. Checks work of committees/
 - g. Follows through on recommendations and actions taken.
 - h. Prepares for future activities.
 - i. Helps see that the meeting room is put back to order.

Vice-President:

1. Has the same requirements and knowledge as the president.
2. Is able and willing to take over for the president.
3. Has an important, specific committee activity assignment.
4. Can serve as the most significant leader within the committee structure.

Secretary:

1. Before the meeting:
 - a. Notifies members of all meeting dates and times.
 - b. Assists with preparation of the agenda.
 - c. Has neatly typed minutes of the last meeting.
 - d. Assists various committees in drafting and distributing any correspondence.
2. During the meeting:
 - a. Takes attendance and keeps permanent records.
 - b. Takes complete minutes including the name of organizations, date, and place of meeting, who presides, old and new business, committee reports, motion and results.
 - c. Reads minutes from preceding meetings.
 - d. Assists the president.

Treasurer:

1. Keeps accurate, complete records of all money collected and spent.
2. Prepares a budget for council approval, usually with assistance from a committee and the advisor.
3. Presents reports regularly to the council and sponsoring organization.
4. Prepares an annual fiscal report.

Historian(Public Relations)

1. Responsible for managing the reputation of the group.
2. Media Representation (social media posts management).
3. Prepare group announcements.
4. Prepare flyers/ posters for activities.
5. Report back to the council on public relations efforts.

All Positions:

Duties will be accepted and executed as stated in the bylaws of the council.

Duties of Committees:

A committee may be appointed, chosen from volunteers, or elected by the members of the entire group. The size of committees may vary according to the project and the scope of work to be accomplished. Smaller groups work more effectively. Five to seven members constitute a workable number. Committees should be large enough to represent a variety of opinions, yet small enough to make meetings scheduled possible.

Types of Committees:

1. **Standing:** Usually elected or appointed for the entire year. Some examples are programs, elections and membership, and social committees.
2. **Special:** Appointed for a specific purpose/ when the specific purpose is accomplished **the committees may be appointed to investigate or to act for the entire group.**
3. **Executive:** Usually composed of officers, chairperson of committees or an elected board. This group assists in planning meetings and initiating and organizing activities. Reports from this group are compiled by the secretary from their meeting.

Committee members should:

1. Understand the purpose of the committee and the methods for achieving and evaluating activities.
2. Share the responsibility with the leader in making the meeting successful.
3. Understand their responsibility in the group and to their constituents.

4. Understand parliamentary procedure and other leadership techniques.
5. Be interested, enthusiastic, and able to honestly follow through with assigned duties.
6. Be willing to place group objectives above personal objectives and be able to accept the majority position and support it.

Committee reports should include the following information:

1. Name of the committee, name of chairperson, and names of the members.
2. Date that work began, number of meetings held, and list of supplies with the amount, cost, and where obtained.
3. Committee activities.
4. Evaluation.
5. Committee suggestions.
6. Signature of chairperson or committee spokesperson or secretary.