

# Duties of Officers

## I. Overview

What an officer needs to know about:

- Own duties of office
- Duties of the other officers

## II. Offices

- **President:** Responsible for leading the club and club officers.
- **Vice-President:** Responsible for overseeing the educational meeting and program. Responsible for getting new members and retaining current members. Responsible for advertising.
- **Secretary:** Responsible for keeping minutes of meeting and the documents of the club and handling official correspondence.
- **Treasurer:** Responsible for the money of the club; accounting for present assets and preparing a budget for anticipated future expenses.
- **Sergeant at Arms:** Responsible for preparing the meeting space, greeting the guests.
- **Immediate Past President:** Responsible for preparing and supporting incoming officers and chairing the Nominating Committee.

## III. Officer Duties

Each officer should read and know the 'Duties of Officers', their own duties in detail, and have an idea of the duties of the other officers.

### Duties of all club officers

- Help lead the club by having vision and passion. Have a willingness to attend and participate in meetings.
- Attend club Executive Committee meetings. (The executive committee is composed of the officers and should meet outside the club meeting to make plans and review results.)
- Arrange for a replacement if absent.
- Prepare a successor for office.
- Examine your officer's by-laws and keep it handy for reference.

## **President**

- Be responsible for general operation and supervision of club.
- Preside over a brief business meeting. (This takes care of club business and gives members valuable practice in running an official meeting.)
- Ensure each meeting starts and ends on time.
- Hold regular club Executive Committee meetings.
- Make sure other officers know and perform their duties.
- Ensure club has ongoing membership building program.
- Appoint committees to help out on projects and programs.

## **Vice President Education**

- Preside in absence of club President.
- Plan successful club meetings by scheduling assignments in advance.
- Help new and existing members set reasonable and productive goals.
- Motivate members who are becoming lethargic.

## **Vice President Membership**

- Welcome guests and explain meeting roles and duties.
- Keep membership applications available and help new members complete them.
- Follow up guest visits with phone calls and notes.
- Keep in contact with fellow club members to determine that their needs are being met.
- Speak often with members to determine if their needs are being met.
- Follow up on members with poor attendance.
- Conduct member interest surveys every six months.

## **Vice President Public Relations**

- Promote club to the local media.
- Publicize upcoming club events: contests, theme meetings, etc.
- Promote membership programs.
- Produce and distribute club newsletter.
- Help create and promote club web site.
- Contact other clubs for joint meetings, idea exchanges, etc.
- Be creative in ways of "getting the word out" about your association.

## **Secretary**

- Maintain accurate club roster.
- Take accurate meeting minutes and distribute or report to club members.
- Handle general club correspondence.
- Keep club files, including Charter and Bylaws.

## **Treasurer**

- Collect and send dues
- Announce several meetings before deadline that dues are due. Continue to announce right up to mailing deadline
- Submit New Member Application and dues to secretary
- Understand and explain dues structure to prospective members.
- Prepare club budget to be approved by Executive Committee.
- Present Treasurer's report to club, at least once each quarter.
- Keep records of all financial transactions.
- Provide bank with signature card for new year.

## **Sergeant at Arms**

- Schedule meeting location.
- Arrive early and arrange room for meeting.
- Open meeting by introducing the club President.
- Maintain club equipment.
- Keep adequate club supplies (stationery, contest ballots, applications, Supply Catalog, etc).
- Greet guests and arrange for guests to sit with experienced members.
- Have a pre-arranged substitute ready to fill in at all times.
- Collect and tally votes for awards.
- Arrange for club sponsored events (contests, Open House, etc).
- Arrange food service, if necessary.
- Learn to spell S-E-R-G-E-A-N-T.

## **Immediate Past President (IPP)**

- Prepare and support the new club president.
- Chair the nominating committee.
- Provide continuity, support and vision to the current officers.

**NOTICE:** All information above is for reference only.

All officers and duties listed above may not be necessary for your neighborhood association. This informational was adapted from the following website:

<http://ourworld.compuserve.com/homepages/frantzr/offtrn.htm>