Officer Guide

Officer Positions and Descriptions

Not every club will have the same number of officers or the same officer positions. The following is a list of possible positions. Your club may need to create other positions to fulfill specific responsibilities relevant to your club.

**President:** The president is the presiding officer, the leader of the organization, and the spokesperson for the group. This officer:
- Prepares a meeting agenda in advance
- Conducts meetings according to parliamentary procedure
- Makes sure a quorum (majority) is present before conducting any business that will require a vote
- Appoints a temporary secretary if the elected secretary is absent
- Appoints special committees when needed; checks on committees between meetings to see that necessary work is being done
- Provides opportunities for all members to be heard; encourages everyone to participate
- Keeps order; courteous but firm
- Start and stop the meetings on time

**Vice President:** The vice president acts as the backup for the president and may oversee all committee work. Cooperating with other officers and committees is a vital part of this responsibility. This officer:
- Presides at the club meeting if the president is absent
- Is familiar with parliamentary procedure and the business of the club
- Supervises the work of the committees
- Keeps the club reporter informed about the program for different meetings so advance publicity can be given

**Secretary:** The secretary is the official record keeper of the club. This officer:
- Calls roll and keeps an attendance record of all meetings and events
- Prepares and reads the minutes from each previous meeting
- Reminds the president of any unfinished business left from the previous meeting
- Keeps a record of committee members, reports, and accomplishments
- Records the exact wording of motions (passed and defeated) and the names of the people making and seconding the motion
- Reads correspondence directed to the group and writes replies when necessary
- Writes letters, requests, and invitations in the name of the club as needed
- Keeps and brings to each meeting all official documents and papers of the club including the secretary’s minutes, lists of committees and reports, copies of the annual program plan, and a copy of the club’s constitution and bylaws
- Presides over the meeting when both the president and the vice president are absent
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Officer Positions and Descriptions (continued)

Treasurer: The treasurer is the keeper of the money and financial reports. This officer:
- Handles the accounts in a business-like way; keeps the accounts up to date
- Maintains accurate records of all income and expenses
- Presents a report at each business meeting
- Collects club dues and/or registration fees (if any)
- Deposits money in a bank and issues checks when authorized to do so by the club

Reporter: The reporter writes and submits interesting reports and photographs of club activities, members, and leaders to local newspapers, radio, and television stations.

Editor: The editor is responsible for organizing and preparing the club newsletter. The newsletter should contain all upcoming activities, recognition of special achievements, and project-related information. The newsletter may be printed or emailed.

Web Master: The web master maintains the club web site and makes sure the information is kept up to date. It may include special sections for posting the secretary’s report, newsletter, press releases, photographs, club history, project information, etc.

Historian: The historian collects various memorabilia about club activities and compiles it into an orderly display. This display should be shared at appropriate events.

Photographer: The photographer brings a camera with them to all meetings and events in order to visually record activities and accomplishments. The photographer works closely with the reporter, editor, historian, and web master in selecting appropriate photographs and captions to be publicly shared.

Host: The host is responsible for making sure that all special guests and speakers are met upon arrival, properly greeted, and introduced to the club.

Parliamentarian: The parliamentarian is the expert on parliamentary procedure and maintains a copy of Robert’s Rules of Order for reference. This officer ensures that procedure is followed and makes final decisions on any discrepancies that occur.

Inspiration Leader: The inspiration leader prepares and presents a “thought for the day” for each meeting and special activity. This quote or poem can help set the attitude for the business to follow.

Pledge Leader: The pledge leader makes sure that the flags are at each meeting and event, displayed correctly, and leads the group through the reciting of the pledges.