



Service Club Leadership

The first item of business at the first service club is the election of officers and organization of committees. Minimum required officers are:

President – Conducts meetings

Vice President – Conducts meetings in absence of President

Secretary

- Prepare a record of each meeting (minutes or action list) and share with club members.
- Maintain membership list & communicate with members
 - Meeting reminders
 - Assignment reminders

Sacramento Student Council Member – This assignment may be given to one of the other officers.

- Reports on club activities at monthly student council meetings - 1st Thursday, 6:00 pm at JAA - Roseville
- Communicates

Suggested Committees – Each committee should have a chairman. In smaller clubs the chairman may comprise a committee of one, or the assignment may be given to one off the other officers.

Service Committee

- Plans and organizes club service projects during the school year

Education Committee

- Organize teams for Constitution Bowl, Mock Article V Convention
- Share training materials with them.
- Recruit participation for the Essay Contest

Program Committee

- Plan meeting content and schedule – may include training for education events/competitions
- Invite outside speakers