



Service Club Leadership

Each club should have the following officers:

President – Plans and Conducts meetings in conjunction with the Sponsor Advisor

Vice President – Conducts meetings in absence of President, or as assigned.

Secretary – Maintains the written records of the club

- Prepare a record of each meeting (minutes or action list) and share with club members. Including assignments made.
- Maintain membership list & communicate with members
 - Notice of upcoming meetings & Assignment reminders

Treasurer – This office may be combined with the office of Secretary

- Keeps record of any dues, donations & expenses
- Complies with school requirements

Sacramento Student Council Member – This position might be filled by the President, Vice President, or another member of the club.

- Report on club activities at monthly student council meetings - 1st Thur. @ 6:00 pm at JAA – Roseville
- Communicates information from Student Council to the club

Other Officers - If possible a director for each class (9-12) should be elected.

Suggested Committees – Each committee should have a chair. In smaller clubs the chair may comprise a committee of one, or the assignment may be given to one of the other officers. In larger clubs each member should be encouraged to serve on one of the committees.

Service Committee – Organizes at least two service projects during each semester. This may include participation in multi-school projects.

Education Committee – Organizes activities to promote civic education.

Leadership Committee – Plans activities to teach leadership skills and gives members an opportunity to practice them.