Officer Roles and Responsibilities

For all Officers:  
Attend all officer meetings  
Attend at least one of the member meetings (am or pm)  
Be on time  
Participate in officer service project and club events

Present in the front of the room at meetings

Give at least 24 hours’ notice regarding any conflicts if possible

Communicate well and ask for help if you need it!

President: Madison Buschardt

Communicate with sponsor  
Plan meetings and other club event dates

Lead officer and member meetings

Communicate on Remind  
Create meeting agendas  
Check hour sheets  
Answer any member questions  
Ensure officers are completing their jobs

Encourage open communication

Create and update member spreadsheet

Vice President: Anthony Simescu

Help lead officer and member meetings  
Help make decisions  
Communicate on Remind  
Approve meeting agendas  
Approve meetings and other club event dates

Check hour sheets  
Contact members (if necessary) and answer any member questions  
Give out strikes

Secretary: Brina Patel

Use the member meeting outlines to create the PowerPoints for member meetings

Fill out monthly report and submit by the 5th of every month  
Create the attendance google form for every meeting

Treasurer: Joshua Cherian

Fill out the MUC (Membership Updating Center)  
Manage dues  
Manage shirt orders and help with distribution

Communicate with the school bookkeeper

Keep track of the club’s balance   
Maintain financial records

Help plan a fundraiser (?)

Lead Service Project Coordinator: James Farr

Oversee the Service Project Coordinators

Plan and manage our major service event

Ensure that members are getting involved in the service project

Communicate with any outside parties to plan the project

Send out the volunteer opportunities the SPCs find on Remind

Service Project Coordinators: Janelle Flores and Francesca Herrera

Work together to find 5-10 per monthly meetings

Add events with a summary to the member meeting outline  
Create sign up geniuses for events

Encourage members to get involved

Editor and Social Engagement Officer: Maya Salazar

Run the club Instagram and Twitter account  
Create any social media graphics  
Collect/take photos from members and events

Lead promotion for club events

Work with service project coordinators to help reach out to potential volunteer opportunities Submit announcement requests to Prowler TV regarding any events

Update the website before each meeting with the PowerPoint, dates, volunteer opportunities, and other information