

CLUB OFFICER JOB DESCRIPTIONS

PRESIDENT

(Preferred experience: 1st, 2nd, 3rd VP, Secretary, & Treasurer)

- Chief Executive Officer of the Club
- Presides at all Board meetings and Regular or Special meetings of the Club
- Sets up Budget, pending Board and Club Approval
- Sets goals for the year
- Appoints Committees and Works with Chairmen and Vice Presidents
- Assures that regular elections are held
- Communicates with membership and informs them of Club activities

VICE PRESIDENTS

(Preferred experience: Secretary, Treasurer, and Committee Chairs)

- Prepare for Presidency and Serve in the place of the President if necessary
- Legion Liaison and Oversee Committees designated by the President

SECRETARY

(Preferred experience: Treasurer, and Committee Chairs)

- Records and submits monthly reports to Club, District, and International
- Keeps and maintains personnel records of the Club

TREASURER

(Preferred experience: Various Committee Chairs)

- Receives all monies and pays out monies in payment of Club obligations
- Prepares and submits monthly and semi-annual reports

LION TAMER

- Is the sergeant-at-arms, and is in charge of all Club meeting paraphernalia
- Shall record attendance and collect meal & raffle costs at dinner meetings

TAIL TWISTER

- Responsible for harmony, good fellowship and fun at dinner meetings
- Responsible for imposing judicious fines on members

BOARD OF DIRECTORS

(Two year terms, four elected each year)

- Shall be responsible for the execution of the policies approved by the Club
- It shall authorize all expenditures of the Club and assure that money raised from the public is spent correctly

MEMBERSHIP COMMITTEE

(One person elected each year for a 3 year term, and becomes the Committee Chairman & serves on the Board in the 3rd yr.)

- Shall be responsible for gaining new and retaining current members