



HYLC Officer Roles and Responsibilities

PRESIDENT/SERGEANT AT ARMS

Responsible for all officers fulfilling their duties in a timely and excellent manner.

Responsible for leading the club, ensuring that everything is done effectively.

Responsible for maintaining order during meetings and activities.

Ensure that members sign in at every meeting and that the sign-in sheet is turned in to the appropriate person promptly.

Responsible for a group of members to regularly contact and inform about events and activities.

Responsible for communicating and keeping a positive relationship with club adult advisors.

Responsible for attending monthly cluster meetings.

Responsible for developing future leaders for your club.

VICE PRESIDENT/PUBLIC RELATIONS OFFICER

Responsible for working together and assisting the president in mutually agreed-upon ways.

Responsible for keeping all files in order.

Responsible for bulletin announcements, flyers, and organization of activities.

Responsible for a group of members to regularly contact and inform about events and activities.

Responsible for leading campus meetings and activities when the president is unable.

Responsible for attending monthly cluster meetings.

SECRETARY/HISTORIAN

- Responsible for keeping minutes and registrations of all meetings and activities.
- Responsible for turning in club registrations at cluster meetings or online.
- Create agendas and type minutes from meetings held.
- Create school announcements to recruit students to the club and activities.
- Keep a running record of points accumulated throughout the year by each member.
- Take pictures at all events or delegate to another officer to take pictures to upload them to the campus website.
- Create the club poster for the end-of-the-year picnic.
- Responsible for a group of members to call and inform about events and activities.
- Responsible for attending monthly cluster meetings.

TREASURER

- Responsible for keeping a financial record of the club account in partnership with the advisor and school representative.
- Make receipts for club dues and any other monetary transactions.
- Be responsible for a group of members to call and inform about events and activities.
- Responsible for attending monthly cluster meetings.

ACTIVITY DIRECTOR

- Responsible for planning activities, developing new ideas, and executing the activities.
- Responsible for completing the activity requests THREE WEEKS before the activity and attending the student council meetings.
- Responsible for a group of members to call and inform about events and activities.
- Responsible for attending monthly cluster meetings.

****Although each officer has specific responsibilities, all officers must work together as a team.**

*****Note that not all duties are listed.**