



## SPARTA HIGH SCHOOL CO-CURRICULAR CLUB CLUB OFFICER RESPONSIBILITIES

Although each club has specific club officer positions which require various responsibilities, students who serve in a club officer capacity at Sparta High School must:

- Provide positive leadership at all times.
- Stimulate group spirit.
- Know the talents and abilities of the club members and use them to the best advantage of the club.
- Encourage expression of individuals within the club.
- Provide opportunities for membership involvement.

Below are some club officer description and responsibilities that may serve as guides to all clubs:

### **Club President**

- Collaborates and seeks advice from the club advisor.
- Leads club members towards the achievement of the club's vision while adhering to the school's vision and mission.
- Leads the planning of the club's goals.
- Serves as the lead communicator of the club.
- Delegates responsibility in a fair and equitable manner.
- Schedules all club meetings and communicates with all club members.
- Makes every meeting significant for all participants.
- Plans and provides agendas for all meetings.
- Achieves consensus in decisions.
- Keeps discussions orderly and democratic.

### **Club Vice President**

- Collaborates, supports and seeks advice from the club president.
- Performs assigned duties as prescribed by the club president.
- Knows all skills necessary to run an effective meeting in the club president's absence.
- Knows how to prepare meeting agendas.
- Knows how to spark publicity and support for club initiatives.

### **Club Secretary**

- Collaborates, supports and seeks advice from the club president.
- Keeps all club records, such as roster of members, meeting minutes, attendance reports.
- Submits quarterly reports and roster and attendance records to the co-curricular secretary.
- Ensures that club records are complete, in good form, accessible and current.