Congratulations on your new position! As president, you have some important duties. Here’s a list of things a president does to make Aktion Club successful and fun!

☐ Set and monitor the club’s goals.
☐ Run club meetings.
☐ Take the lead in helping the club pick service projects and fundraisers.
☐ Make sure agenda is ready for meetings.
☐ Attend all meetings and volunteer events.
☐ Be a role model for all Aktion Club members.
☐ Welcome all guests to meetings.
☐ Lead all votes and announce the results.
☐ Work closely with club advisors.

Note: All officer duties should be performed to the best of the officers’ abilities. Assistance with some or all duties is encouraged, as needed. Advisors are encouraged to educate officers on duties related to their positions and help them learn each of the responsibilities. These are suggested duties for this position. Club leaders may add or change duties to fit club needs.
Congratulations on your new position! As vice president, you have some important duties. Here’s a list of things a vice president does to make Aktion Club successful and fun!

- Fill in for president when he or she is not there.
- Set up the meeting room.
- Make sure the bell and gavel are on the table.
- Make sure all members and guests sign in at each meeting.
- Hand out the meeting agenda.

Note: All officer duties should be performed to the best of the officers’ abilities. Assistance with some or all duties is encouraged, as needed. Advisors are encouraged to educate officers on duties related to their positions and help them learn each of the responsibilities. These are suggested duties for this position. Club leaders may add or change duties to fit club needs.
Congratulations on your new position! As secretary, you have some important duties. Here’s a list of things a secretary does to make Aktion Club successful and fun!

- Take notes (minutes) during meetings.
- Share notes (minutes) from past meetings.
- Manage sign-up sheets for club events.
- Keep track of service hours.
- Prepare thank-you notes for club.

Note: All officer duties should be performed to the best of the officers’ abilities. Assistance with some or all duties is encouraged, as needed. Advisors are encouraged to educate officers on duties related to their positions and help them learn each of the responsibilities. These are suggested duties for this position. Club leaders may add or change duties to fit club needs.
Congratulations on your new position! As treasurer, you have some important duties. Here’s a list of things a treasurer does to make Aktion Club successful and fun!

- Assist with the collection of member dues.
- Count money at fundraisers.
- Report on money raised and spent on projects and activities.
- Give budget updates at meetings.

Note: All officer duties should be performed to the best of the officers’ abilities. Assistance with some or all duties is encouraged, as needed. Advisors are encouraged to educate officers on duties related to their positions and help them learn each of the responsibilities. These are suggested duties for this position. Club leaders may add or change duties to fit club needs.