

# PRESIDENT

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.



# VICE PRESIDENT

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.



# SECRETARY

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.



# TREASURER

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.



**PRESIDENT**

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**PRESIDENT**

**VICE PRESIDENT**

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**VICE  
PRESIDENT**

**TREASURER**

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**TREASURER**

**SECRETARY**

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**SECRETARY**