

Club Officers and Their Responsibilities

Each Aktion Club is led by a board and consists of the club president, club vice president, club secretary and club treasurer. Each club can add additional positions for special projects or activities. Ask each current office holder to talk about their position and what they learned in their role. Their responsibilities also are listed below.

PRESIDENT

- Sets and monitors club goals.
- Runs club meetings.
- Appoints committee chairs.
- Delegates tasks as necessary.
- Takes the lead in helping the club develop projects.

VICE PRESIDENT

- Serves the president, other club officers, committees and the general membership.
- Learns and helps with the president's duties and fills in or takes over as necessary.
- Welcomes new members and guests.
- Announces important club updates.

SECRETARY

- Takes minutes and attendance at meetings.
- Ensures records are secure.
- Maintains all important files for the club.
- Collects reports from committee chairs.
- Organizes and monitors the club calendar.

TREASURER

- Organizes and monitors the club budget.
- Ensures funds are secure.
- Reports the club treasury status at each board meeting.
- Reports the club treasury status to sponsoring Kiwanis club.