**Germantown High School**

**Beta Club**

**Officer Descriptions**

**President:** The president of the local chapter shall be responsible for general supervision of the local organization and shall, in cooperation with the club sponsor and the executive committee of the local chapter, determine all policies and general activities of the chapter. The president shall preside at all meetings, shall appoint all committees of the club, and shall assure that the local chapter is properly represented at all interclub meetings and conventions. Assist in planning and leading Induction Ceremony. Provide photo coverage and advertising for service projects.

**Vice-President:** The vice president shall act in the place of the president in the event of the president's absence from the school or meetings. The vice president shall also act as chair of the executive committee and shall serve as general assistant to the president. The vice-president shall attend all meetings and provide photo coverage and advertising for service projects.

**Secretary:** The secretary shall keep all records of the local chapter, keep minutes of all meetings, and carry on all correspondence of the club. Assist with T-shirt design and distribution. Help with all letters, flyers and invitations.

**Treasury:** In cooperation with the club sponsor, the treasurer shall keep track of funds and determine fundraisers. Work out budget for the club to travel to the Beta Club Convention. Assist the secretary in the design, purchase, and distribution of club t-shirts.

**Service Chair:** The service chair will form a committee to create service projects. The service chair will also help organize and promote service projects for the club. Attend all meetings and service projects sponsored by Germantown High School or Madison County School District.

**St. Jude Committee Liaison:** The St. Jude Committee liaison will be a member of the St. Jude Committee and the GHS Beta Club. The liaison will organize and lead the club’s St. Jude fundraiser forming a committee to assist when needed. The St. Jude liaison will communicate with the sponsor of the Germantown HS St. Jude committee leadership.

\*\*All executive committee members are expected to attend the annual state Beta Club Convention.