

Beta Club Officer Responsibilities

2020-2021

Read the description of each officer position. Be sure that you qualify for the position and that you have time to fulfill the duties and responsibilities. If you are interested in running for office, email Mrs. Ladner at kladner@madison-schools.com the position you are interested in running for by October 5th at 3:20. Elections will take place October 14th during lunch.

Beta Club Officer Duties – **President**

***MUST BE AN 8TH GRADE STUDENT WHO WAS ALSO A MEMBER IN THE 7TH GRADE.**

The president is the symbolic head of the organization. The president should be familiar with the constitution for the National Junior Beta Club. The president will call each meeting to order. If a guest speaker is present at the meeting, it will be the responsibility of the president to welcome and introduce the speaker. The president will then declare when the meeting is concluded. The president shall also assist in the general management of the club. This may include assisting with membership guidelines and planning and promoting meetings and projects.

The president should realize that the organization can be promoted by close cooperation between himself/herself and the other members of the group and should conduct himself/herself in public contacts and relations as to reflect credit and honor upon the organization of which he/she is president.

**The president should attend all officer meetings held one Monday a month as needed to discuss Beta Club events (in addition to the regular meetings).*

Beta Club Officer Duties - **Vice President** *Must be a 7th grade student.

The vice-president shall act in the place of the president in the event of his or her absence from the meetings. The vice-president shall also assist in the general management of the club. This may include assisting with membership guidelines and planning and promoting meetings and projects. The vice-president will also be responsible for posting pre-made meeting signs in each courtyard and at each entrance the day before a scheduled Beta Club Meeting.

**The vice-president should attend all officer meetings held one Thursday a month as needed to discuss Beta Club events (in addition to the regular meetings).*

Beta Club Officer Duties - Secretary

The secretary will assist in keeping an accurate roster of membership, as well as a dependable record of attendance. The secretary will assist with preparation of an agenda for each meeting. The secretary will take notes of any discussion including and in addition to the agenda. At the beginning of each meeting, the secretary should give a brief reminder of what was covered in the previous meeting (the minutes).

**The secretary should attend all officer meetings held one Monday a month as needed to discuss Beta Club events (in addition to the regular meetings).*

Beta Club Officer Duties - Reporter

The reporter will be responsible for taking pictures at meetings and service projects and submitting those photos with necessary captions to both the year book committee and on occasions to the local newspaper (with assistance from the sponsors). The reporter will also start a scrapbook with pictures from the school year as a record of our service to our community.

**The reporter should attend all officer meetings held one Monday a month as needed to discuss Beta Club events (in addition to the regular meetings).*

Beta Club Officer Duties - Project Chairman

The project chairman will assist with organizing service projects for the organization. This may include preparation for the project, designing flyers, organizing collected materials, and helping to encourage member participation in service projects.

**The project chairman should attend all officer meetings held one Monday a month as needed to discuss Beta Club events (in addition to the regular meetings).*

Beta Club Officer Duties - Project Co-Chairman

The project chairman will assist with organizing service projects for the organization. This may include preparation for the project, designing flyers, organizing collected materials, and helping to encourage member participation in service projects.

**The project chairman should attend all officer meetings held one Monday a month as needed to discuss Beta Club events (in addition to the regular meetings).*