



PCHS Science Club Officer Descriptions

President: The president of our club has two responsibilities which place this officer in a paradoxical situation. First, if a club is to be successful, the president must divide the responsibility of club leadership among fellow officers and club members. The use of delegated power is the only way to cope with large amounts of work in an efficient manner. Secondly, the president must accept ultimate responsibility for club structure. So, at the same time the president divides the control of the club, responsibility must also be taken for the entire club operation. Anyone who seeks the presidency should be mindful of this paradox along with several other considerations. The president must understand that to be a leader means to work with people, not to be independent of them. Cooperation, understanding, and hard work are necessary to hold a group together.

Objectives of the President

1. Lead the club to achieve its goals for the year.
2. Preside effectively at club and board meetings.
3. Organize and direct the work for the club's board of directors and committees.
4. Represent the club in the community.
5. Communicate club goals and programs to the club members.
6. Resolve conflicts within the club.
7. Represent the club at district events and meetings.

General Duties

1. Develop all meeting agendas. Each should be reviewed with advising teachers well before the meeting.
 2. Serve as an *ex officio* member of **all** committees.
 3. Lead the club in all local and district projects.
 4. Attend all local and district meetings and/or conventions.
 5. Maintain communication with the sponsoring club.
 6. Maintain a strong membership level.
 7. Represent the club in all community and organizational functions.
 8. Conduct leadership training for all club officers and club members.
 9. Ensure the science club electronic newsletter is completed and emailed to Mr. Pedersen.
 10. Announce all district projects and events.
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Vice President: The office of vice president is a highly flexible position which can be extremely valuable. The vice president and president must work together to ensure the value of the office. There are several guidelines which can aid in this task.

1. The vice president must be as knowledgeable about all club activities as the president. This means both the administration of the club and the club programs. This allows the vice president to step into the office when the president is absent or unable to serve.
 2. Specific duties must be assigned to the vice president immediately. Such duties may automatically be assigned to the vice president through club bylaws.
 3. The vice president must work closely with the president in defining and executing the goals of the club.
 4. The vice president can serve in a variety of positions; project chair, representative to inter-club councils or committee chair.
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Secretary: The secretary's position is one of the most important in the functions of the club. As secretary, you are expected to devote sufficient time, each week, to the various details of your office. Your work is doubly important since you are a main contact with the district and World Headquarters. One of the first requirements necessary is to be thoroughly familiar with the duties of your position and what is expected of you. You must be organized! It is suggested that you keep a three-ring binder, separated by tabs for the different reports and information you are required to maintain. You will find, in a great majority of cases, when information is desired by officers, committee, or club members, the question will be directed to you as secretary. The secretary should have knowledge of the functions and the purpose of the PCHS Science Club so that you will be able to assist the president or any other member of the club when a question arises. The secretary should also be familiar with the rules and regulations as stated in the constitution and bylaws.

Objectives of the Secretary

1. Maintain all club records.
2. Record and keep minutes of all club and board meetings and provide copies to the board of directors.
3. Maintain all club correspondence.
4. Maintain all membership records.
5. Record member attendance records.
6. Prepare addition and change of address information.
7. Order all supplies and literature.
8. Serve as an active member of the board of directors.
9. Send thank you notes.

General Meeting Duties

1. Ensure all aspects of the club meetings are in order.
2. Record minutes of all board meetings and club business meetings. These records should include members present, guests present, presiding officer, speaker and subject, highlights of address for newsletter (this should be provided to the public relations coordinator), and any business conducted.
3. Keep attendance records.

Treasurer: In general the treasurer has two duties to fulfill. First, he or she is responsible for maintaining a constant and accurate record of all club financial transactions. This applies even if the club funds are disbursed by the school. Second, he or she is responsible for leading projects which will help improve the financial position of the club. The treasurer should be an effective leader and should take an active role within the club. As a member of the board of directors, he or she should participate in the decision making process. The treasurer should always be in close contact with the secretary, advisor and club president. There are certain procedures which, when followed, can assist the treasurer. The following is a list of general rules which can help the treasurer set his or her own structural procedures:

1. Obtain the financial records of the past treasurer and make certain all records are in order.
2. Organize all accounting and budgeting procedures for the coming year with the teachers.
3. Keep a general journal to show the chronological flow of funds.
4. Keep the club president and all others concerned informed of the club's financial position.
5. Keep all records up-to-date and accurate. The club treasurer can elaborate general rules in any way he or she feels necessary.

Public Relations Coordinator: The prime responsibility of the public relations coordinator (PRC) is to publicize the activities of the club. There are two areas which should be targeted in publicizing the club:

1. **The club membership.** The PRC should prepare a science club newsletter (with assistance the Board) for the membership concerning all aspects of club activities. Some items to include are:
 - a. Upcoming club meetings
 - b. Project reports
 - c. Notes on members' accomplishments
 - d. Special honors bestowed upon members
 - e. Birthdays
 - f. Committee reports
 - g. Information regarding district and international meetings, as well as programs and projects
 - h. A calendar of upcoming projects, meetings and events.

The club newsletter is the mouthpiece and link between the club and its members. It should be interesting and fun for the members to read and will be posted on the website electronically.

2. **The school and local community.** The public relations coordinator should always promote the club through the school and local newspapers, television stations and radio stations.

Directors (4 additional needed): The board of directors is the policy making arm of the PCHS Science Club. Effective boards are broad in outlook and flexible in action. Because each club is different according to structure and function, a club director may be called upon to perform many different tasks. However, as a club officer, a good director can be effective as chair for key club committees such as the following:

Projects

1. Organize project information for club consideration.
2. Organize volunteers and recommend chair for various projects.
3. Give reports and pictures to the club historian (awards) and public relations coordinator (newsletter).

Programs

1. Arrange programs and speakers for meetings and special functions.
2. Arrange for workshops and other special activities.

Membership

1. Recruit new members.
2. Develop programs to attract new members.
3. Develop fun activities for existing members.

Fund Raising

1. Develop new fund raisers for the club to consider.
 2. Track ongoing fund raisers and make progress reports to the board.
 3. Organize volunteers to help with fund raisers.
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Historian: It is the duty of the historian to keep a record or history of the club's activities and achievements during the year. This person should take pictures at projects, socials, and special events. It is recommended that this individual be in charge of preparing award nominations. These nominations should not be left to be thrown together at the end of the year. The historian should be compiling award nominations all year long. The criteria to be followed should be requested from the chair early in the year. Duties should be clearly outlined and the historian should be at all meetings, including board meetings, in a nonvoting capacity.