



## Responsibilities of Each Robostorm Officer

### All Officers:

- Attend most club meetings.
- Be a role model to the other Robostorm members on being a leader and being fair and helpful to others.
- Work with the leaders and other officers to plan a program for the year.
- Make a county-level presentation in March.
- Attend most of next year's fair.

### President:

- Write the agenda for each monthly business meeting (and bring copies), and chair the meetings, asking each officer and committee chairperson to report on their area.
- Keep the club informed about upcoming club and county events.
- Be sure information about club and county events is published on the club web site.
- Have the club vote on what 4-H activities to get involved in, like decorating a car tailgate at the "Trunk or Treat", and what community service event.
- Ask for volunteers to run 4-H activities and be in the activity's group.
- Ask for volunteers to run robotics project activities as well as be in the project's group.

### Vice President:

- Back up the president at monthly business meetings and act as the president's assistant.
- Represent the club at other activities in the absence of the president.
- Keep records of the club's participation in all club and county events to be sure our club fulfills the requirements to remain a 'club-in-good-standing'.



### Treasurer:

- Keep track of the club account - all money the club earns (and dues), and all money spent on things.
- Complete the end-of-year treasurer's report that the county requires.
- Have the club vote on significant spending for projects or outings.
- Twice a year, ask for volunteers to inventory the club kits and coordinate this activity.

### Recording Secretary:

- Take notes at each monthly business meeting, including what is done, decisions made, and which committees gave reports, and put notes on the club web site.
- Keep attendance records on all club members.
- Schedule all club presentations and keep records of who has completed club presentations, when, and on what topic.
- Keep records of the club members' progress on the other 'member-in-good-standing' requirements, including county talks, community service, and record books.

### Corresponding Secretary:

- Write articles for the 4-H Newsletter four times a year, and for newspapers.
- Clip articles that appear in the newsletter or newspaper, to keep in the Robostorm scrapbook.
- Write thank you letters and letters requesting donations.
- Assist with posting reminders, schedules, photos, etc. to the Robostorm web site, as requested by the other club officers or leaders.