



## Responsibilities of Robostorm Officers

### All Officers:

- Attend most club business 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 2016 (dates to be announced).
- Attend most of next year's fair (August 17-22, 2016).

### 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.
- Have the club vote on what club activities and projects to take on.
- Ask for volunteers to run club robotics project activities as well as be in the project's group.
- Have the club vote on what 4-H activities to get involved in, and what community service event(s).
- Ask for volunteers to run 4-H activities and be in the activity's group.

### Vice President:

- Back up the president at monthly business meetings and act as the president's assistant.
- Keep the club informed about upcoming county events.
- Make sure the club participates in all club and county events that are required for Robostorm to remain a "club-in-good-standing".
- Encourage all club members to enter his/her Record Book into the County Judging (due 4 pm Oct 5, 2015)
- Schedule the club members' club presentations (everyone) and county presentations (required for all officers and any other member who has not done at least one).

### 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.
- Complete fundraising request forms required to be able to sell water and raise money for charity at the fair.
- Have the club vote on significant spending for projects or outings.
- Keep track of who has key club "assets" in their possession, for example: each of the club kits, the clubs banners and other things used at our fair exhibit, Aqua Bot, and the Video Arcade machine.



### 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 google drive.
- Keep attendance records on all club members.
- Be sure information about club and county events is published on the club web site's google calendar.
- Keep records of who has completed club presentations, when, and 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 (Nov 16, Feb 8, May 4, Aug 5), and for newspapers if applicable.
- Write thank you letters to all people and companies who have helped Robostorm.
- Write other letters from Robostorm as needed.
- Read articles written about Robostorm, in local papers, on nj.com, etc.
- Read letters sent to Robostorm.
- Find one article per month on interesting robotics topics (or article found by club members); post short descriptions and links to them on the club website. (Ask for help from the webmaster.)

### Club Historian:

- Clip articles that appear in the 4-H newsletter or newspaper, to keep in the Robostorm scrapbook.
- Take photographs and collect photographs others take from club activities and the fair, to include in the Robostorm scrapbook.
- Collect all certificates earned by the Robostorm club, to include in the Robostorm scrapbook
- Assist with organizing and collecting photos from all club families, and posting them on the google drive.
- Enter the Robostorm scrapbook into the County's Club Scrapbook Contest (due 4 pm Nov 2, 2015).