

GAVEL CLUB OFFICER RESPONSIBILITIES

Each officer in a Gavel Clubs club has duties to perform in order to help the club and its participants. Each Gavel Club has a number of officer positions to distribute the burden equitably and provide club members more chances to take on leadership roles.

You are not obliged to work alone if you accept an officer position. All it implies about being an officer is that your job is to make sure the work gets done. As an officer, you are free to seek other club members for assistance in carrying out your responsibilities—in fact, it is encouraged.

While some clubs hold elections once a year (annually), others elect new officers every six months (semiannually). Usually, this is determined by how frequently the club meets—weekly or every two weeks. Clubs that hold weekly meetings are the only ones that can choose semiannual terms.

Club Executive Team

The club officer positions and their respective responsibilities are listed below:

- President
- Vice President Education
- Vice President Membership
- Vice President Public Relations
- Secretary
- Treasurer
- Sergeant at Arms
- Immediate Past President

President

The club's main executive officer is the president. The overall management and running of the club are the main duties of this position.

The club's president rules over meetings and gives direction on how to best meet the members' requirements for leadership development and academic advancement. Together with the other executives, the President sets both short- and long-term objectives for the club.

Vice President Education

Within the club, all educational programs are overseen by the Vice President of Education (VPE). One of the main duties of this position is to make sure that each member keeps moving forward with their own personal educational objectives.

The VPE schedules, plans, and executes meetings so that there are talks,

instructional materials, and other activities that fulfill club and individual goals.

Vice President Membership

The Vice President of Membership (VPM) oversees the initiatives that maintain and grow the club's membership base. This position's main duties include marketing and light administrative work.

A constant marketing campaign is planned, coordinated, and carried out by the VPM to maintain club membership above the club charter strength of 20 members.

Vice President Public Relations

The Vice President Public Relations (VPPR) is in charge of developing and preserving the club's reputation. This position's main duties include communicating both internally and outside.

The VPPR creates, coordinates, and carries out initiatives to preserve the favorable perception of the club and Gavel Clubs among visitors, members, and the general public. Public relations campaigns, website upkeep, media participation, and club newsletters are typical tasks for this position.

Secretary

All correspondence and record-keeping are handled by the secretary. Managing the club's and Gavel Clubs administrative information and maintaining the club's current and accessible document library are the main duties of this position.

The Secretary keeps track of all club documents, such as the constitution and bylaws. In addition, the secretary takes minutes of club and executive team meetings and reads them aloud.

Treasurer

The club's finances are overseen by the treasurer. Taking care of the club's finances, which includes collecting dues and making sure all bills are paid, is the main duty of this position.

Sergeant at Arms

The meeting spaces and etiquette of the club are overseen by the Sergeant at Arms (SAA). The main duties of this position include all of the duties required of the meeting's host.

The SAA sets up and maintains the club's equipment and supplies, sets up the space for meetings, and welcomes members, particularly visitors, as they enter.

Immediate Past President

The Immediate Past President guides and supports the Executive Team.