

Sample EcoClub Officer Roles

President Roles and Responsibilities:

1. Conduct monthly meetings during school year.
2. Attend all club meetings (if unable to attend due to illness or emergency the president needs to contact the Vice-President to run the meeting in their place).
3. Make sure all club meetings are fun, organized, start and end on time, and follow the agenda you set at the beginning of the meeting.
4. Lead the club in meeting and activities in accordance with guidance established by the (your school area) School District and these bylaws.
5. Sustain and/or increase the membership of your EcoClub.
6. Help to execute successful projects that address the needs of your eco community.
7. Help to develop the leadership skills of the other EcoClub officers as well as members of the EcoClub.
8. Delegate tasks to club officers and members of the club and ensure such tasks are completed timely and in line with the mission and vision of the KEC.
9. Evaluate and set attainable goals for the club.
10. Inspire the officers and members of the EcoClub.
11. Present KEC with a report at the end of each academic semester detailing the activities of the Club and number of members during the past semester and indicating their future goals and any needed assistance and/or support from KEC.
12. Helping all officers fulfill the goals of their club position and providing guidance and encouragement.
13. Meet regularly with faculty or parent advisor to go over monthly agenda, community service projects, and any club issues.
14. Conduct elections of new officers and help all candidates who are running to understand the roles and responsibilities of the positions. Elections should be held in April to allow the new officers to learn about their offices and formulate club and project ideas for the coming year.

Vice-President Roles and Responsibilities:

1. Assist the President in club management and will supervise club meetings in the absence of the president.
2. Attend all club meetings (if unable to attend due to illness or emergency the vice-president needs to inform the club officers and read the meeting notes to get caught up on club business and project progress).
3. Assist the President in any way he or she needs and become familiar with presidential duties should he or she be absent at club meetings or community service projects.
4. Help spread the word about the KEC to students at your school and help them decide if the club is right for them.
5. Give advice, support, and encouragement to all officers and members of the EcoClub.

Secretary Roles and Responsibilities:

1. Keep minutes at club meetings.
2. Attend all club meetings (if unable to attend due to illness or emergency the secretary needs to inform another club officer to keep minutes at the meeting).
3. Maintain the attendance roster for club meetings and community projects.
4. Maintain club membership records of all current members including: name, address, phone and email contacts, grade level, birthday, EcoClub joining date, any officer positions held, and eco related interests.
5. Maintain all other important club record files including: copy of the EcoClub guidebook, EcoClub bylaws, past achievement reports, past monthly reports, past and current rosters of members and officers.
6. Give advice, support, and encouragement to all officers and members of the EcoClub.
7. Help spread the word about the KEC to students at your school and help them decide if the club is right for them.

Treasurer Roles and Responsibilities:

1. Receives and disburses all club funds.

2. Attends all meetings (if unable to attend due to illness or emergency the treasurer needs to inform another club officer about his or her absence).
3. Maintains a current balance sheet of club funds.
4. Lead and organize fundraisers to raise funds for the EcoClub.
5. Makes a financial report to the club twice a year or whenever the faculty sponsor or president thinks it is necessary.
6. Give advice, support, and encouragement to all officers and members of the EcoClub.
7. Help spread the word about the KEC to students at your school and help them decide if the club is right for them.

Historian Roles and Responsibilities:

1. Attends all meetings (if unable to attend due to illness or emergency the historian needs to inform another club officer about his or her absence).
2. Takes photos and/or video at club meetings, community project events, field trips, and any other club event.
3. Creates and maintains a book of photos, newsletters, committee notes, programs from community services projects, letters from the community, any written accolades, and anything else of historical significance to the club.
4. Responsible for creating any award certificates given to officers or members for outstanding service to the EcoClub.
5. Provide necessary documentation to any other officer to aid in the completion of their duties.
6. Give advice, support, and encouragement to all officers and members of the EcoClub.
7. Help spread the word about the KEC to students at your school and help them decide if the club is right for them.
8. **Publicity Officer Roles and Responsibilities:**
9. Attends all meetings (if unable to attend due to illness or emergency the historian needs to inform another club officer about his or her absence).
10. Responsible for publicizing the club, fundraising events, community service projects, and club members.

11. Lead and organize projects designed to promote the EcoClub and work to build a list of local media contact (i.e., local news stations, radio stations, and community newsletters or newspapers).
12. Write articles about the EcoClub and how their community projects relate to the mission and vision of the KEC and submit them to the school newsletters and community newsletters.
13. Give advice, support, and encouragement to all officers and members of the EcoClub.
14. Help spread the word about the KEC to students at your school and help them decide if the club is right for them.
15. May assist the webmaster in promoting club events on the club website.

Webmaster Roles and Responsibilities:

1. Attends all meetings (if unable to attend due to illness or emergency the historian needs to inform another club officer about his or her absence).
2. Creates and maintains the website for the club.
3. Coordinate efforts with other EcoClub officers to obtain important club information and promptly transfer information to EcoClub website.
4. Encourage club members and officers to understand and effectively use EcoClub website.
5. Give advice, support, and encouragement to all officers and members of the EcoClub.
6. Help spread the word about the KEC to students at your school and help them decide if the club is right for them.

How to Use the Sample Officer Roles

These sample officer roles and responsibilities are to serve as a template for the roles of each On Campus KEC EcoClub. All clubs are free to use these roles as they are listed or add or remove responsibilities as they apply to the specific club. Please contact KEC if you have any questions concerning the officer roles.