

Responsibilities of ASPIRA Club Officers

- [Log in](#) [1] to post comments

President

1. Presides at all meetings and be punctual.
2. Has a clear understanding of parliamentary procedures.
3. Has a clear understanding of Leadership Club Guidelines and ACF Bylaws.
4. Develop business-meeting agendas.
5. Votes only in case of a tie.
6. Authorizes spending of club funds with Treasurer and Facilitator (LDS).
7. Serves as ex-officio (non-voting) member of all committees.
8. Represents club when working with ASPIRA and school administration.
9. Attends club and ASPIRA agency-wide events.
10. Writes monthly and annual report in conjunction with Vice President, Treasurer and Secretary. Submit report to LDS and ACF Chairperson at the first club/ACF meeting of each month.
11. Meets weekly with club officers and Facilitator to review club progress and create agenda for next meeting.
12. Notifies the facilitator of changes in scheduling.
13. Serves as optional, ex-officio members of the ACF.
14. Consults the ACF Facilitator before any decision is made regarding fundraising events, spending of club money, and the use of the ASPIRA name.

Vice President

1. Presides at club meeting in the absence of the President.
2. Oversees all Leadership Club Committees.
3. Attends club and ASPIRA agency-wide events.
4. Writes monthly and annual in conjunction with President, Treasurer and Secretary. Submit report to LDS and ACF Chairperson at the first club/ACF meeting of each month.
5. Meets weekly with club officers and Facilitator to review club progress and create agenda for

next meeting.

6. Sits as a member of at least one club committee.
7. Serves as representative to the ACF. Vote at ACF meetings as a representative of the Leadership Club, not as an individual. Sit as a member on one ACF committee.

Treasurer

1. Collects monthly club dues. (If allowed by the school). Amount of dues are decided upon by the club.
2. Collects funds raised through any club fundraisers.
3. Keeps accurate records of deposits and expenses.
4. Prepares monthly financial statements to be presented and submitted to President and Vice President. This will be included in the cabinet's monthly report to be submitted to LDS and ACF. Chairs the first club/ACF meeting of each month.
5. Meets weekly with club officers and Facilitator to review club progress and create agenda for next meeting.
6. Consults the President and Facilitator before any decision is made regarding fundraising events, spending or disbursing club funds, and the use of the ASPIRA name.
7. Collects receipts for all expenses from members before they can be reimbursed.
8. Prepares annual financial statement to be presented to the club and submitted to the President and Facilitator.
9. Monitors club fundraising efforts.
10. Attends club and ASPIRA agency-wide events.
11. Sits as a member of at least one club committee.
12. Serves as a representative to the ACF. Vote at ACF meetings as a representative of the Leadership Club, not as an individual. Sit as a member on one ACF committee.

Secretary

1. Maintains accurate records of attendance (roll) for club meetings. Keep a copy of attendance sheet and submit original to Facilitator.
2. Maintains accurate records of club proceedings in minute's book. Submit copy of minutes to President and Facilitator at the first meeting of each month.
3. Must always have a copy of minutes and Leadership Club/ACF Handbook.
4. Notifies all members and Facilitator of any changes in scheduling and special events.

5. Attends club and agency-wide events.

Minutes

The minutes should contain a record of what is done, and not what is said. Minutes contain:

- Date, place and time of meeting;
- Whether it is a regular or special meeting;
- Name of person presiding;
- Name of secretary;
- All main motions, whether adopted or rejected. A motion that was withdrawn should not be recorded;
- Names of persons making the motions—"seconded " not needed;
- Points of order and appeals, whether sustained or lost;

Club Committee Chairpersons

1. Meet at least once a month with committee.
2. Assign committee members to specific responsibilities.
3. Oversee work of the committee.
4. Write monthly report and update club at business meetings. Submit reports to President and Facilitator.
5. Take attendance at every committee meeting. Attach attendance sheet to monthly report.
6. Attend club and agency-wide events.
7. Consult President and Facilitator before any decision is made regarding fundraising events, spending of club money and the use of the ASPIRA name.

Notes:

- The Leadership Development Specialist is the club Facilitator.
- All monthly reports are to be submitted to the Facilitator at the first club meeting of each month and to the ACF Chairperson at the first ACF meeting of the month.
- Facilitator will be present at all club and cabinet meetings unless otherwise notified.

- Club President will be notified if there is a change in Facilitator.
- Although attending club and agency-wide activities is listed as a specific duty of club cabinet members, it is the responsibility of **all** club members to support events.

Source URL: <http://www.aspira.org/en/responsibilities-aspira-club-officers>

Links:

[1] <http://www.aspira.org/en/user/login?destination=comment/reply/142%23comment-form>