**OFFICER RESPONSIBILITIES/DUTIES**

**PRESIDENT:**

**Duties:**

1. Presides over all executive council and club meetings.
2. Report to faculty advisor.
3. Ex-officio (automatic) member of all committees.
4. Delegates jobs/responsibilities.
5. Be familiar with Parliamentary Procedure.
6. Be familiar with State and National levels of Educators Rising.
7. Act as host/hostess of the chapter.
8. Have authority to assign jobs and appoint committees and chairpersons.
9. Watch and encourage progress of all committees.
10. Encourage participation of all members.

**Favorable Qualities:**

1. Strong leader
2. Ability to work collaboratively and for the good of the group
3. Ability to encourage participation
4. Responsible
5. Good personality
6. Trustworthy
7. Enthusiastic
8. Capable of speaking before a group

**VICE PRESIDENT**:

**Duties:**

1. Preside in absence of president.
2. Head of program-of-work/service committee.
3. Responsible for presentation of program at meeting or assign duty to a member.
4. Well informed of president’s duties and responsibilities, in case of president’s absence.
5. Assist president at executive council and club meetings.
6. Report to faculty advisor and president.

**Favorable Qualities:**

1. Same as qualities of the president.
2. Possess creative and original ideas.

**SECRETARY:**

**Duties:**

1. Keep accurate minutes of executive council and chapter meetings.
2. Keep official membership roll.
3. Be responsible for all club correspondence and records.
4. Report to president and faculty advisor.

**Favorable Qualities:**

1. Responsible and attentive.
2. Accurate and legible penmanship.
3. Ability to speak distinctly.
4. Computer skills preferred but not required.

**PUBLICITY/HISTORIAN**

**Duties:**

1. Responsible for putting FEA news in paper, on radio, etc.
2. Responsible for publishing chapter news on State and National level.
3. Responsible for keeping all historical records of the club.
4. Responsible for collecting all necessary material for scrap book.
5. Report to faculty advisor and president.

**Favorable Qualities:**

1. Responsible
2. Possess creative and original ideas.
3. Able to report facts accurately.
4. Photographer.
5. Computer skills preferred but not required.

**Committee Chairperson/s**

**Duties:**

1. Brainstorm all activities associated with committee.
2. Report to faculty advisor and rest of executive board.
3. Solicit assistance of all members in carrying out agenda.
4. Arrange for all materials, locations, logistical needs for activity.

**Favorable Qualities:**

1. Good communication skills
2. Works well with others.
3. Creative and innovative ideas
4. Ability to encourage and mobilize group members into action.
5. Good organization skills.
6. Good planning skills.

**Possible Committee Chairperson Positions:**

1. Membership
2. Fundraising
3. Apparel
4. Competitions
5. Community Service