**Section 1- President**

It shall be the duty of the president to preside at meetings of the club and the board and to perform other duties as ordinarily pertain to the office of president.

**Section 2 - President-Elect**

It shall be the duty of the president-elect to preside at meetings of the club and the board in the absence of the president; responsible for and/or oversee weekly programs and thank you notes; perform other duties as may be prescribed by the presi­dent or the board a director, responsible for Holiday party and club socials along with presentation of Allen Rank Award, Wyomissing High School and West Reading - Wyomissing Rotary Club Academic Scholarship Award, Wilson High School; attend PETS; District Assembly; and, changeover program.

**Section 3 - *Secretary***

It shall be the duty of the secretary to send out notices of club board meetings; record and preserve the minutes of such meetings; post minutes for view by club membership and District. Keep membership records; record attendance at meetings; prepare and distribute dues invoices and coordinate with the treasurer as to collection and recordation of payment, report as required to Rotary International, including the semiannual reports of membership on January 1 and July 1 of each year, which shall include per capita dues for all members and prorated dues for active members who have been elected to membership in the club since the start of the July or January semiannual reporting period; report changes in membership; provide the monthly atten­dance report, which shall be made to the district governor within 15 days of the last meeting of the month; collect and remit RI official magazine subscrip­tions; send thank you/sympathy cards and order special recognition gifts. Perform other duties as usually pertain to the office of secretary.

**Section 4 - Recording Secretary**

Itshall be the duty of the recording secretary to maintain the Club’s service projects and related data/goal records and reports in Rotary Club Central. Coordinate volunteers to facilitate meeting invocations, announcing birthdays/anniversaries and meeting greeters.

**Section 5 - Treasurer**

It shall be the duty of the treasurer to have custody of all funds, accounting for it to the club annually and at any other time upon demand by the board, receive and record dues payments, and to perform other duties as pertains to the office of treasurer. Upon retirement from office, the treasurer shall turn over to the incoming treasurer or to the president all funds, books of accounts, or any other club property.

**Section 6 - Director of Public Relations**

The duties of the public relations director include updating club website and promote club service projects, meetings and youth programs on the website, social media and as appropriate issue media alerts; keep/publish and share club photos and marketing materials; and other duties as may be pre-scribed by the president or the board.

**Section 7 - Director of Youth Programs**

The duties of the director of youth programs shall oversee all club activities with youth.  This includes but is not limited to be the club interface with Interact and Rotaract club; ensuring all youth awards are coordinated and distributed; Wilson High School, Peter J. Stralo Book Award and student of the month award; Wyomissing High School Allen Rank Award and student of the month award; oversee RYLA Camp Neidig registration and participation, The 4 Way Test Speech Contest coordination, the Youth Exchange program and other community youth programs.

**Section 8 - Director of Membership**

The duties of the director of membership shall oversee membership development, orientation, directory, attendance, and classification determination. Responsible for onboarding new members.

**Section 9 - Director of Community Service**

The duties of the director of community service shall include coordinating community service projects and District Simplified Grants; and partners in service with the District, other Clubs along with Interact/Rotaract Clubs.

**Section 10 - Director of Rotary Foundation Chair**

The duties of the director of Rotary Foundation will coordinate Club’s commitment to the Rotary Foundation and Polio Plus; submit required reports and share mission of the Rotary Foundation along with presiding over Paul Harris recognition.

**Section 11 -** **Immediate Past President**

The immediate past president shall assist and provide guidance to the president; preside at meetings of the club and the board in the absence of the president and shall chair the nominating committee.

**Section 12 - Sergeant-at-Arms**

The duties of the sergeant-at-arms shall be such as are usually prescribed for such office and other duties as may be pre-scribed by the president or the board.