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| President | <p>Submit agenda and run meetings with enthusiasm</p> <p>Provide ideas for projects</p> <p>Delegate responsibilities</p> <p>Recruit other members</p> <p>Ensure that the activities and projects are successfully promoted /carried out</p> <p>Communicate with the Rotarian or faculty advisor and district Interact chair</p> |
| Vice President | <p>Preside in absence of president</p> <p>Accept responsibilities from president</p> <p>Contact volunteers for projects.</p> <p>Recruit members</p> |
| Secretary | <p>Maintain minutes for meetings</p> <p>Record participation and attendance</p> <p>Maintain club records: Membership, Committees, Attendance, Dues (if applicable), Club Papers (Certificate of Organization)</p> <p>Inform Rotary International of successful projects</p> |
| Treasurer | <p>Write receipts for income</p> <p>Count and deposit money from fundraisers</p> <p>Maintain account record and report status at meetings</p> <p>Money on hand at beginning of month, income and source, payments: for what and to whom</p> <p>Disperse funds as directed by membership</p> <p>Prepare an End of the Year Report</p> |
| Historian | <p>Organize Interact pictures and other items in album</p> <p>Create graphic displays for outreach</p> <p>Photograph events</p> <p>Label photos with dates , event and names</p> |
| Public Image/ Media | <p>Write Press Releases</p> <p>Work with Webmaster to update website and social media</p> |
| Class Officers | <p>Liaison for each grade level</p> <p>Take attendance</p> <p>Motivate those in same grade level</p> |
| Webmaster | <p>Maintain web site and Social Media</p> |
| Volunteer Coordinator | <p>Recruits and organizes volunteers</p> |
| Membership Chairperson | <p>Works to increase and retain members from all grade levels</p> |