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**JOI Club Officer Duties & Responsibilities**

**Official Duties of Club Presidents**

Executive Responsibilities:

* Creates Agendas for Club meetings
* Presides at all Club meetings
* Is a Facilitator of the Volunteers who are members
* Recognizes and suggests all proposals for Club Activities
* Represents the JOI Club at Optimist functions when possible
* Attends the JOI District Conference which is held once a year
* Appoints leaders who are developing Projects
* Works to develop teams to lead Projects
* Helps Project Leaders to supervise and schedule committee members for projects.
* Keeps all in club aware of Projects and encourages all to help and be accountable for the Project.

**Official Duties of Club Vice-Presidents**

Executive Responsibilities:

* Works with President to create Agendas for Club meetings as necessary
* Presides at Club meetings when the President is unable to come
* Is a Facilitator of the Volunteers who are members and helps the President recognize and monitor all proposals for Club Activities
* Represents the JOI Club at Optimist functions when possible
* Attends the JOI District Conference which is held once a year
* Oversees leaders who are developing Projects
* Helps Project Leaders when necessary in their team development
* Helps Project Leaders when needed to supervise and schedule committee members for projects.
* Is the person the President depends on to continually be aware of ongoing Projects and helps Project Leaders with their accountability.

**Official Duties of Club Secretaries**

Executive Responsibilities:

* Help the President create Agendas for Club meetings
* Presides at all Club meetings if President and/or Vice President is absent
* Keeps records of the members by developing a Roster and attendance records.
* Keeps records/notes of all proposals for Club Activities and Projects
* Attends the JOI District Conference which is held once a year
* Keeps records of leaders who are developing Projects and their teams/committee members.
* Helps Project Leaders to supervise and schedule committee members for projects by letting club members know of times, dates, etc.
* Keeps all in club accountable with keeping track of the Hours of Service each has performed.

**Official Duties of Club Treasurer**

Executive Responsibilities:

* Help the President by maintaining all financial record for the Club.
* Help the Secretary by collecting dues and keeping those records.
* Attends the JOI District Conference which is held once a year.
* Keeps records for expenditures and monies collected during Projects.
* Helps Project Leaders fill out forms to be handed in to the Sponsor Club for reimbursement.
* Works with the Secretary to keep all club members accountable by keeping track of the Hours of Service each has performed.