

# Responsibilities of AFS Officers

*All officers are expected to be present at least 90% of the time and to attend executive meetings of club officers & advisers. If an officer expects to miss a meeting, he/she should inform the President and advisers prior to the meeting. In addition, all officers should check their emails and the website regularly and be “in the know” in case members have any questions regarding club happenings.*

- **President:** Attends as many meetings and activities as possible and serves on all committees. Oversees the officers, the meetings, and all club activities. Communicates with advisers, officers, and club members for scheduling meetings and activities. Makes agendas and runs meetings. Brainstorms and plans activities with member feedback. Serves as the chief contact person (along with the adviser) for the club. Sends meeting notices to all members via email, posts those emails online, and makes club announcements at school.
- **Vice President:** Serves in many of the same capacities as the President. Assists the President with making the club run smoothly. Serves as a leader for the club when the President is not present. Finds places to hold meetings and schedules exchange student presentations. Does other tasks as asked.
- **Secretary:** Takes detailed notes during meetings. Types up and posts meeting notes on website within two or three days of each meeting. Sends thank-you notes promptly when necessary.
- **Correspondence Secretary:** Stays in touch with previous exchange students and periodically updates the club on their happenings. Keeps track of attendance. Notices when some members are not attending as frequently and tries to make them feel welcome and encourages them to attend. Takes notes when Secretary is not present. Sends occasional thank-you notes.
- **Treasurer:** Handles the finances for the Pumpkin Bread Fundraiser and other fundraisers. Fills out and submits requisitions when necessary. May do other money-related tasks as asked.
- **Photographer:** Takes pictures at all meetings and club activities. Takes pictures of officers and exchange students for online bios. Maintains the online photo gallery, which involves photoshopping images and then putting them online.