



## President/Chair

*The Foundation for The Gator Nation*  
An Equal Opportunity Institution



Presides at meetings. Guides the meetings in a tactful, positive way. Appoints Committees as needed

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## Vice President

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Presides at meetings when president is unavailable. Serves as program committee chair, leads the planning of annual club program.

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## Secretary

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Keeps complete accurate minutes of the meeting. Keeps records of each member and their attendance. Handles all correspondence, and committee reports.

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## Treasurer

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Takes care of all club funds. Under guidance of club leader, handles deposits and bills. Keeps treasurer's book up to date. Gives report to club meetings on treasury balance.

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## Song/Recreation Leader

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Plans and leads songs or team building activities for club. Provides leadership for recreation activities.

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# Sergeant-at-arms



Assists with room setup, flags, banners and is on the watch for potential risks of the room



# Parliamentarian



Knowledgeable about parliamentary procedure and its application in a meeting. Makes final decisions on any discrepancy in the parliamentary procedure of club.



# Historian



Keeps club scrapbook up to date. Takes photographs (or gets from club members) of club activities and events. Cuts articles from newspaper.



# Reporter



Takes care of all press releases and writes short news articles about special events and activities for newsletters, Newspapers, and other media.



# Leader



Typically the Adult who is responsible for overseeing the club program. Reports directly to county extension faculty.



This is setup for you to print and cut. The accurate description is beside each role card. This can be used as a matching game or as a quiz show type format.