

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

**President/Chair**

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

**Vice President**



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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.

**Secretary**

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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 at meetings on treasury balance.

**Treasurer**

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

**Song/Recreation**

**Leader**

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**Sergeant-at-arms**

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

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

**Parliamentarian**

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

**Historian**

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

**Reporter**

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

**Leader**

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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.